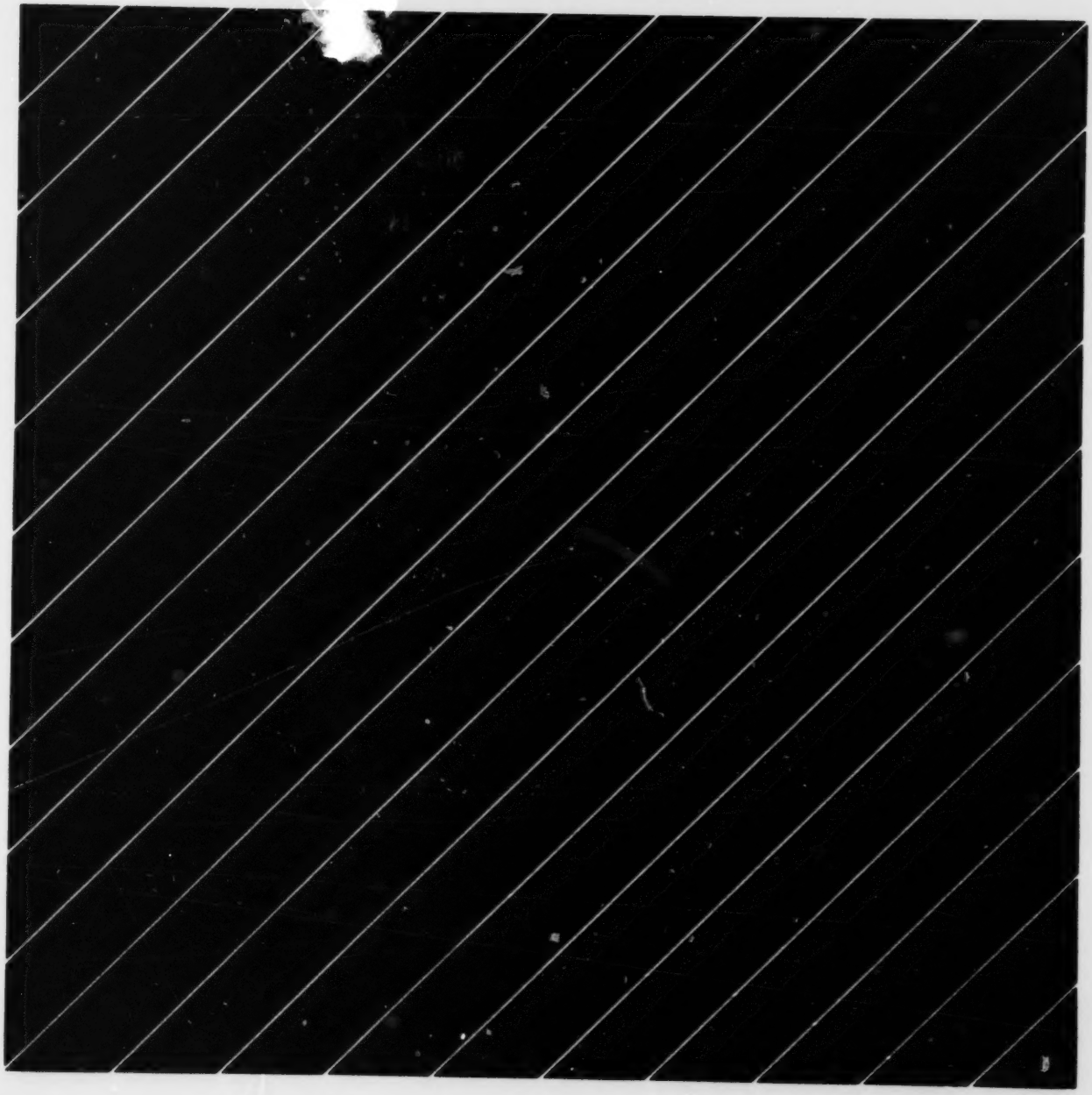
Government of Canada | Gouvernement du Canada

Access to Information Act

Access
Register 1984



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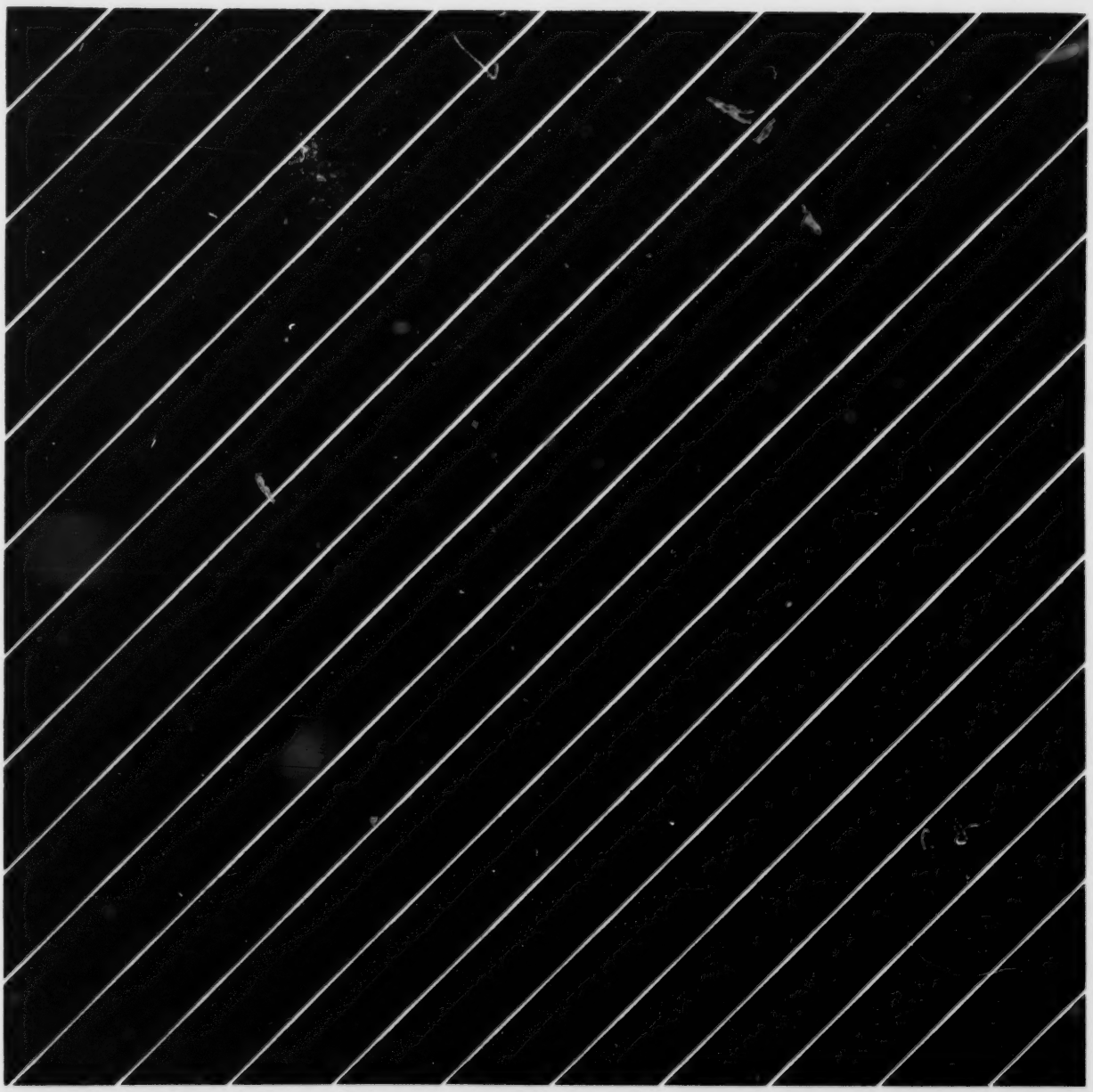
Access
Register 1984



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Access Register

Preface

The *Access Register* is designed to assist the public in locating sources of government information and to provide guidance for individuals making requests for government records under the *Access to Information Act*. It contains detailed descriptions of classes of records of federal institutions covered under the Act.

This 1984 version contains two new features: a subject index, which links individual topics to classes of records of federal institutions, and a functional organization chart for each institution.

The *Access Register* will be brought up to date annually. Suggestions on how to make this publication an even more useful reference tool in locating government information can be sent to the Access to Information Co-ordinator for the appropriate government institution or to Access to Information and Privacy Implementation, Treasury Board Secretariat, Ottawa, Ontario, K1A 0R5

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Please read the Introduction to this publication before searching the entries of particular departments and formulating your access request. It will provide you with an overview of the *Access to Information Act* and guidance on how to exercise your new rights under the Act.

Do not use the *Access to Information Act* for access to personal information about yourself which you believe a government institution maintains in a personal information bank. You may gain access to this information using the procedures established by the *Privacy Act* and by consulting the government publication *Index of Personal Information.*

The Access to Information Act

New Rights

The *Access to Information Act*, proclaimed in April 1983, grants any Canadian citizen or permanent resident of Canada the right to examine or receive copies of records of a federal government institution, except in limited and specific circumstances.

Before the Act was passed, you did not have a right to information contained in most federal government records although you might have been provided with information on a voluntary basis. Now, if you request information and it is not excluded or exempted, the government institution must provide you with access to it. The burden of proving that information is exempt rests with the institution.

Government Records Accessible Under the Act

The Act gives you access to information contained in federal government records, regardless of their particular storage medium or physical location. This means that you may seek access to a wide range of government information including data produced by computer-based information systems and material held in different storage media such as audio or visual recordings, micrographic records and magnetic tapes. The Act further provides access to information in the form of manuals which reflect the internal policies, procedures and instructions through which officials administer particular programs and generally conduct government business.

Government Records Not Accessible Under the Act

There are two sets of conditions that limit your right to obtain information by using the Act: exemptions and exclusions.

The Act lists a number of exemptions which are intended to provide protection for particular kinds of information, the release of which would cause identifiable harm or would be contrary to the law. Examples of exemptions include information dealing with injury to international relations and defence, or trade secrets.

In addition, certain information is excluded from the scope of the Act. This includes information which is already available to the public such as formally catalogued publications, library or museum material held solely for reference purposes and publicly accessible computer enquiry systems, which are available for free or at costs listed in an existing price schedule. The other exclusion is material which is directly connected with the operations of Cabinet, such as Cabinet documents and minutes or records of decision.

Responsibilities of Government Institutions

Each institution is responsible for implementing the legislation. This entails establishing and maintaining detailed inventories of records to assist in the production of the *Access Register*, designating an officer to act as the Access to Information Co-ordinator, establishing public reading rooms for the review of manuals and other records, and processing access requests. The head of every government institution is required to submit an annual report to Parliament on the administration of the Act. A list of the names and addresses of all institutions and their Access to Information Co-ordinators covered by the Act is available on request from:

Access to Information and Privacy Implementation
Treasury Board of Canada
Ottawa, Ontario
K1A 0R5
Telephone: (613) 993-4441

Using the Access to Information Act

When to Use the Access to Information Act

You should use the Act to obtain information when you believe the information is contained in government records and is not available to you through other existing information service programs of the federal government. Many government institutions operate extensive information programs across Canada, including libraries, public affairs offices and computer-based enquiry systems, whose major purpose is to provide information to the public. These services will continue to operate and do not require the use of the *Access to Information Act*.

How to Use the Access to Information Act

The *Access Register* publication and Access to Information Request Forms are located in public libraries and government information offices in major population centres across the country. The *Access Register* describes the organization, program responsibilities, procedures manuals and classes of records for major federal departments and related agencies. Its main purpose is to assist you in identifying precisely which records you wish to see, and to indicate an appropriate official for each institution to whom requests for information should be directed.

Cost

There is a non-refundable application fee of $5.00 which must be submitted with your request. You also have to pay for time in excess of five hours spent in processing your request as well as copying costs (if applicable) and computer processing time and related charges (if applicable). If the costs are considerable you will be notified before they are incurred and you may be asked to make a deposit.

Assistance

You can contact the Access to Information Co-ordinator of the appropriate federal institution, either in person, by telephone, or by letter. Access Co-ordinators for each government institution are listed in the *Access Register*. The Co-ordinator will assist you, at no charge, in identifying the records you wish to see. If you ask for assistance by letter, include as much information as you can to identify the records you are looking for, and ensure that you provide sufficient information to enable an official to reply, either in writing or by telephone.

If you are unable to consult the *Access Register* or if you know which records are of interest without consulting the publication, you may write directly to the appropriate government institution, enclosing the application fee of $5.00, clearly stating that you are requesting information under the *Access to Information Act*.

Response Time

The government institution has 30 calendar days to respond to your request. If the request is for a large number of records or is complex, the institution may extend the time limit, but it must inform you that it has done so.

Complaints/Judicial Review

The government has established the Office of the Information Commissioner to deal with complaints about the operation of the Act. You have the right to complain to the Commissioner if you believe you were wrongly denied access to information or if the response took too long or cost too much. If, after lodging a complaint with the Information Commissioner, you are still unable to get access to the information you want, you may then take your case to the Federal Court.

Complaint Process

A number of specific steps must be taken in handling a complaint. These are:

- The complainant (or a representative such as a lawyer) makes a complaint in writing to the Information Commissioner (within one year if the complaint relates to an access request).
- The Information Commissioner investigates the complaint using the powers conferred upon the Office by the Act (such as power to summon persons and to examine records). During the investigation the Commissioner must hear representations from any of the parties involved in the complaint including any third party where that person or organization has an interest in the disclosure or restriction of the information.
- If the Commissioner finds that the complaint is justified, a report on the findings of the investigation is prepared along with any appropriate recommendations to the institution. The Commissioner can request that the institution provide notice within a specified time of any action to be taken to implement the recommendations or reasons why it will not be taken. The Commissioner also informs the complainant of the findings, as well as any third parties who may be involved.

Appeal to the Federal Court

If the Commissioner does not find the complaint about the denial of access to a record to be valid and the complainant is dissatisfied with this decision, the case may be taken to the Federal Court within 45 days after receiving the Commissioner's report. The complainant may also take the case to Court if the Commissioner has recommended that the government institution disclose the information and the institution, which is not bound to act according to such recommendations, still refuses.

The Register

Purpose and Scope

This publication, to be produced annually, describes the organization, program responsibilities, operational manuals and classes of records of the federal government. It attempts to establish a single reference handbook on government activities and information sources. The main purpose of the *Access Register* is to help you identify precisely which records you may wish to see under the *Access to Information Act*.

To assist in locating information held by the federal government which is of interest to you, the *Access Register* contains summary descriptions of programs and the content of classes of records for federal departments and other government institutions.

Structure of the Register

The *Access Register* is organized into two parts. A subject index provides a direct route by topic to a specific class of record description, thus eliminating the need to know which program is administered by which federal institution. The second part describes administrative classes of records common to most federal institutions. The records relate to housekeeping matters such as personnel, finance, purchasing and property control, materiel management and central services. The main section in this second part contains the following information for each institution covered under the *Access to Information Act:*

- Organization Chart — main activities of each organizational unit.
- Background — history and development of the institution, including recent program realignments.
- Laws and Regulations — concise list of the laws and regulations under which the agency operates.
- General Information — brief description of existing information services and products of the institution, including library services, major publications and other information sources.
- Access Procedures — description of the official contact points (normally the Access to Information Co-ordinator) to which formal requests under the Act should be addressed.
- A description of the organization, program responsibilities, operational manuals and classes of records presented in the following format:

Manuals

For each organization and its individual units there is a description of any set of directives, instructions, guidelines or procedures used by employees in administering or carrying out operational programs.

Classes of Records

For each organizational unit there is a description of classes of records, which represent groupings of subject-related files, containing the following elements:

— a unique identification number;

— a brief descriptive title;

— a description field relating the subject matter of the records to the title of the class of records;

— a list of key topics covered by the class of records;

— a statement of particular filing arrangements for material where this will assist those seeking access;

— special access notes, where records only relate to a particular geographic location, a particular industry sector or some other designation.

EDP Systems

Certain departments have provided brief descriptions of major information systems and related data files.

Notes for the Reader

- The *Access Register* is not a complete list of all government files; many large departments maintain hundreds of thousands of individual files. The classes of records described in the publication represent groupings of subject or program related files.
- Because federal institutions were instructed to describe classes of records based solely on their own internal file systems and indices, the appearance of any topic within each class of records guarantees the existence of physical material related to that topic.
- The appropriate officers for each institution to whom access requests should be directed normally appear at the beginning of each chapter under the heading Access Procedures. If you wish to learn more about information services generally within a government institution, you may contact the general inquiries number listed in your local telephone directory.

Introduction

- If you are uncertain about which government institution holds the particular records which you are accessing, please direct your request to the institution which appears to have direct program responsibility for the area of interest to you. Officials throughout the government have been encouraged to consult extensively with one another and to transfer requests where appropriate to ensure prompt processing of your request.

Government of Canada / Gouvernement du Canada

Access to Information Act

Access to Information Request Form

For official use only

This form is required to request *records* under the Access to Information Act. Requests for federal government *information* can ordinarily be made by means of a telephone call, a visit, or a written request to the appropriate government information office.

STEP 1: *Decide exactly what information you want* — You can facilitate the search for records and reduce fees by defining as narrowly as you can the particular records you are looking for.

STEP 2: *Consult the Access Register* — The Register contains descriptions of government records, their probable location and other information which will likely assist you in identifying the particular records you wish to see. A copy of the Access Register is available at major libraries, post offices, and government information offices.

STEP 3: *Ask for assistance if necessary* — If you are unable to identify the records you are looking for in the Access Register, contact the Access Co-ordinator of the appropriate department, either in person, by telephone or by letter at the address shown in the Register. The Co-ordinator will assist you in identifying the records.

STEP 4: *Complete this Request Form*, providing as many specific details as you can about the desired records, such as:
- subject, title, author and date;
- specific events, activities, individuals, corporations, products, reports, meetings, decisions, agreements, etc., of interest in the records;
- the number and title of the appropriate class of records, as listed in the Access Register.

STEP 5: *Send in the completed Request Form with an application fee of* $5.00, payable by money order or cheque to the Receiver General of Canada, to the appropriate officer identified in the Access Register. Unless you have already indicated what you are willing to pay for, you will be asked to authorize any fees that may be charged before the work is completed.

Federal Government Institution

Description of Record and Subject Topic of Interest (see step 4)

specimen only

Class of record, number and title (consult Access Register — see step 2)

Method of access preferred

☐ Receive copies of the original ☐ Examine original in government office ☐ Other method (please specify)

Identification of applicant

Name

Street address, apartment | City or town

Province, territory or other | Postal Code | Telephone number(s)

I have a right of access to government records under the Access to Information Act by virtue of my status as a Canadian citizen, a permanent resident within the meaning of the Immigration Act, 1976, or by Order of the Governor in Council pursuant to subsection 4(2) of the Access to Information Act.

Signature | Date

Canada

Français au verso

The following Section describes the subject matter of certain records which are common to most federal departments and agencies, including such matters as personnel, finance, purchasing and property control, materiel management and central services. Individuals seeking access to these standard classes of records should select particular topics and forward their access requests to the government institution whose programs and records are of primary interest.

Classes of Records

Administration
COM-83-10
Description: Administration generally; accidents generally, motor vehicle accidents; agreements; appreciation, complaints and inquiries; associations, clubs and societies; audit, review and evaluation; badges, emblems and flags; bilingualism and biculturalism; cafeterias and eating facilities; campaigns and canvassing; ceremonies and celebrations; circulars, directives and orders; committees; conferences, meetings and symposia; corporations, companies and firms; emergency measures; inventions, patents and copyrights; licences and permits; parliamentary matters; plans and programs; reports and statistics; visits and tours.

Acts and Legislation
COM-83-20
Description: Acts and legislation — general, departmental, federal, foreign and provincial.

Administrative and Management Services
COM-83-30
Description: Administrative and management services generally; correspondence management; duplication services; Electronic Data Processing; forms management; information services; legal services; library services; mail, messenger and postal services; management services, records management, security services, telecommunications; travel and transportation services; secretarial, typing and word processing services; translation services.

Co-operation and Liaison
COM-83-40
Description: Co-operation and liaison generally and at the federal, international, provincial, university, college and school levels.

Buildings and Properties
COM-83-50
Description: Buildings and properties generally, accommodation, accounting and inventories, planning and requirements, reports and statistics.

Buildings
COM-83-60
Description: Buildings generally, acquisition, alterations and repairs, construction, contracts, damages, disposal, fires and fire prevention, and maintenance.

Lands
COM-83-70
Description: Lands generally, acquisition, concessions, development, disposal, fencing, flood control, landscaping, parking areas, roads, streets and sidewalks.

Utilities
COM-83-80
Description: Utilities generally, air conditioning, electric power, water and sewage, garbage disposal, gas and oil, heating, lighting, plumbing and ventilation.

Equipment and Supplies
COM-83-90
Description: Equipment and supplies generally, accountability and inventories, catalogues, clothing, disposal and surplus, food, forms, fuels, laboratory, loans, maintenance and repairs, price lists and stationery.

Furniture and Furnishings
COM-83-100
Description: Furniture and furnishings generally, beds and bedding, chesterfields and sofas, drapes, filing cabinets, household and office furniture and furnishings, and pictures.

Office Appliances
COM-83-110
Description: Office appliances generally, calculators, data processing hardware, duplicating equipment, photographic and microfilming equipment, recorders and typewriters.

Procurement
COM-83-120
Description: Procurement generally, contracts, local purchase orders, procedures and regulations, requisitions and standing offer agreements.

Vehicles
COM-83-130
Description: Vehicles generally, air, land and water, insurance, maintenance and repairs, operating standards, registration and licences.

Finance
COM-83-140
Description: Finance generally, agreements and arrangements, allotments and transfers, allowances, banks and banking, cheques, claims, contracts, currency, encumbances, expenditures, fees, funds, revolving funds and working capital advances, grants, signing authorities, taxes and travel allowances and expenses.

Accounts and Accounting
COM-83-150
Description: Accounts and accounting generally, cash accounts, accounts payable, accounts receivable and standing advances.

Audits
COM-83-160
Description: Auditor General reports and internal audit reports.

Budgets
COM-83-170
Description: Budgets generally, estimates and supplementary estimates and program forecasts.

Personnel
COM-83-180
Description: Personnel generally, accidents and injuries, appointments, attendance, awards and honours, Corps of Commissionaires, establishment, hours of work and overtime, leave and holidays, promotions and reclassifications, regulations and directives, reports and statistics, retirements and separations.

Classification of Positions
COM-83-190
Description: Classification generally, audits, category and group, individual positions and standards.

Standard Classes of Records

Employment and Staffing
COM-83-200
Description: Employment and staffing generally, applications, casual and term employees, competitions, programs, recruitment, requests for staffing action, and summer students.

Human Resources
COM-83-210
Description: Human resources generally, career management, inventories, performance appraisal, reports and statistics, requirements and utilization.

Occupational Health, Safety and Welfare
COM-83-220
Description: Occupational health, safety and welfare generally, counselling, health units, medical examinations, nursing services, recreation and sports, and surveys.

Official Languages
COM-83-230
Description: Official languages generally, identification and designation of bilingual positions, Language Requirements Program, recruitment, and replacements.

Pensions and Insurance
COM-83-240
Description: Pensions and insurance generally, superannuation plans, Canada Pension Plan, Quebec Pension Plan, reciprocal transfer agreements, federal, provincial and private hospital and medical insurance plans, Death Benefit Plan, Disability Insurance and Unemployment Insurance Plans.

Salaries and Wages
COM-83-250
Description: Salaries and wages generally, acting pay, deductions, pay rates, pay system; performance and senior merit pay, regulations, salary revisions and severence pay.

Staff Relations
COM-83-260
Description: Staff relations generally, adjudication, bargaining agents, collective agreements and interpretations, discipline, grievances, managerial and confidential exclusions and union relations.

Training and Development
COM-83-270
Description: Training and development generally, attendance, course content, course evaluations, individual courses, language training, nominations, plans, schedules and directives, and types of courses.

Access Register

How to Use the Subject Index

The subject Index is a finding aid for identifying and accessing information contained in federal government records. The Index provides a direct link between major subject headings or key words and sub-headings and the government's information holdings, described as classes of records. Classes of records that contain information related to the subject are identified for each key word listed in the Index:

Example:

key word	**sub–entry**	**department acronym**	**records number class of**
Women	discrimination/public service	PSC	110
	equal opportunities/public service	PSC	50
	grants to women's groups	SS	100

Key Words	CoR No.
A	
ABACUS (Association of National Bibliographic Agencies of Britain, Australia, Canada and the United States)	NLC-90
Abortion	
studies, reports	HWC-590
Academic relations	
foreign and Canadian	EA-290
Accelerators	AECB-150
	AECB-160
Access requests	
data retained two calendar years	JUST-100
Access to Information Act	
Health and Welfare information access	HWC-60
Access to Information, Privacy Act	
disclosures of information	RCMP-310
policy and research	RCMP-300
Accidents	
adjudicators	LAB-110
aircraft	ND-180
arbitration	LAB-100
arbitrators	LAB-100
compensation	LAB-520
costs	LAB-540
coverage	LAB-50
elevator	LAB-540
explosive	ND-1380
fatalities	LAB-540
mobile equipment	ND-10
number	LAB-540
prevention	ND-200
	ND-210
reporting, investigation	LAB-510
Accomodation	
inventory system	RIE-140
tourism	RIE-40
Accounting	
accounting for public debt	BC-860
budgetary analysis, control	SSC-40
budgeting	RCMP-40
confirmation, balances to clients	BC-930
general records	BC-920
government	SSC-250
	SSC-300
invoicing client departments, non-government customers	SSC-120
Accounts of Canada	SSC-250
	SSC-300
Acid rain	
research	EC-790
	EC-830
Acoustics	
research health, environment, industrial (NRC)	PH-20
Actuarial Advice Revenue Canada	
employer past-service contributions pension plans	INS-40
employer-sponsored pension plans	INS-40
Income Tax Act	INS-40
maximum tax actuarial reserves	INS-50

Key Words	CoR No.
Actuarial services	
actuarial calculations requests	INS-30
government insurance	INS-30
pension plans	INS-30
Adjustment processes	ECC-80
Administration	
contracts	SSC-70
data	RIE-210
fashion office	RIE-30
invoicing client departments, non-government customers	SSC-120
of personnel	RCMP-70
of records	RCMP-470
Ad Proofs	
tourism	RIE-140
Advanced Economic Research Information Centre	
forecasting	RIE-190
Advertising	
agencies, tourism	RIE-140
co-op, tourism	RIE-140
tourism	RIE-140
Advocacy Office, Small Business (ITC)	RIE-160
Aerodromes	
National Defence civil use	ND-240
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low speed (NRC)	NAE-40
unsteady (NRC)	NAE-80
Aeronautics Acts	
airport policing	RCMP-320
enforcement	RCMP-610
	RCMP-620
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David Florida Laboratory	DOC-220
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	RIE-110
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	RIE-110
clubs	RIE-70
	RIE-110
conferences	RIE-70
	RIE-110
Aerospace industry	
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Aerospace Industry	
corporations	RIE-70
	RIE-110
duty remissions	RIE-70
	RIE-110
exhibitions	RIE-70
	RIE-110
meetings	RIE-70
	RIE-110
sector profiles	RIE-70
	RIE-110
societies	RIE-70
	RIE-110
Aerospace industry	
sourcing, specifications, standards	SSC-50

Key Words	CoR No.
Aerospace Industry	
statistics	RIE-70
	RIE-110
studies	RIE-70
	RIE-110
tariffs	RIE-70
	RIE-110
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	RIE-303
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	RIE-170
	RIE-190
	RIE-292
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	RIE-60
trade, consulting service industry	RIE-30
	RIE-60
trade, corporate financial systems	RIE-210
trade, distributive trades	RIE-30
	RIE-60
trade, fish, fisheries	RIE-30
	RIE-50
trade, food products	RIE-30
	RIE-50
trade, machinery industry	RIE-100
trade, resource industries	RIE-140
trade, small business	RIE-160
trade, tourism	RIE-140
Aging	
policy, reports	HWC-182
Agreements	
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	RCMP-200
Agricultural and Rural Development Subsidiary Agreement (ARDSA) (British Columbia)	RIE-292
	RIE-302
Agricultural communications	
newsmedia, films, exhibits	AGR-940
publications, periodicals	AGR-950
Agricultural Development (Subsidiary Agreement, Quebec)	RIE-292
	RIE-302

Key Words	CoR No.
Agricultural land	
community pastures	AGR-1030
inventory	AGR-380
research	AGR-380
soil management, mapping	AGR-380
utilization	AGR-380
	AGR-850
	AGR-1030
water resources	AGR-390
	AGR-1040
Agricultural marketing	
AGSEC code	AGR-660
commercial missions abroad	AGR-550
commodity	AGR-520
	AGR-620
	AGR-630
country environment reports	AGR-550
economic data	AGR-660
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export organizations	AGR-550
forecasting	AGR-620
information program	AGR-55
	AGR-510
research	AGR-620
trade shows, exhibits	AGR-550
Agricultural marketing boards	
provincial funding	AGR-500
statistics	AGR-560
Agricultural Products	RIE-30
	RIE-50
associations	RIE-30
	RIE-50
Agricultural products	
civil emergency planning	AGR-900
Agricultural Products	
clubs	RIE-30
	RIE-50
Agricultural products	
distribution, transportation	AGR-590
Agricultural Products	
energy conservation	RIE-30
	RIE-50
energy reduction	RIE-30
	RIE-50
Agricultural products	
export	AGR-550
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imports	AGR-610
international liaison	AGR-790
Agricultural Products	
market surveys	RIE-30
	RIE-50
Agricultural products	
non-governmental organizations liaison	AGR-880
policy issues	AGR-630
processing	AGR-580
Agricultural Products	
Program for the Advancement of Industrial Technology (PAIT)	RIE-30
	RIE-50
societies	RIE-30
	RIE-50
Agricultural products	
subsidy claims (AGR)	ASB-20
support prices (AGR)	ASB-10

Key Words	CoR No.
Agricultural Products	
tariffs	RIE-30
	RIE-50
trade agreements	RIE-30
	RIE-50
trade fairs	RIE-30
	RIE-50
trade missions	RIE-30
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	RIE-50
trade treaties	RIE-30
	RIE-50
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Agricultural Products	
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economic intelligence	AGR-860
energy	AGR-400
	AGR-850
environment	AGR-410
farm buildings	AGR-470
food	AGR-420
	AGR-480
mechanization	AGR-470
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Agricultural Service Centres Agreements (ASCA)	AGR-1020
Agricultural subsidy	SSC-240
	SSC-300
Agricultural trade	
briefing papers, policy issues	AGR-600
	AGR-630
economic data	AGR-660
research	AGR-620
Agriculture	RIE-10
	RIE-30
	RIE-292
	RIE-302
associations	RIE-30
	RIE-50
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	RIE-292
	RIE-293
	RIE-302
	RIE-303
energy	RIE-30
	RIE-50
Industrial Energy Research and Development Program (IERD)	RIE-30
	RIE-50
Industry and Labour Adjustment Program (ILAP)	RIE-30
	RIE-50
industry comparisons	RIE-10
	RIE-170
international commodity agreements	EA-130
land use	ECC-90
marketing	EA-70
policies development	F-550

Key Words	CoR No.
(*continued*)	
policy, research	ECC-40
	ECC-90
	ECC-150
	ECC-190
production	EA-70
products marketing	F-550
Program for the Advancement of Industrial Technology (PAIT)	RIE-30
	RIE-50
Program to Enhance Productivity (PEP)	RIE-30
	RIE-50
reporting	RIE-30
	RIE-50
Special Agricultural and Rural Development Program	RIE-21
stabilization, support	F-560
statistics	SC-880
trade policy	EA-130
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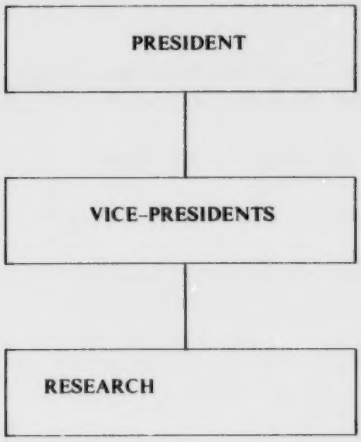
Advisory Council on the Status of Women



- General Social Issues
- Economic Situation
- Discrimination in the Workplace
- Concerns of Women at Home
- Justice
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- Health Issues

ACCESS TO INFORMATION
CO-ORDINATOR
ADVISORY COUNCIL ON THE
STATUS OF WOMEN
66 SLATER STREET, 18TH FLOOR
BOX 1541, STATION B
OTTAWA, ONTARIO
K1P 5R5

Background

The Advisory Council on the Status of Women (CACSW) is composed of 30 members appointed by the federal government to bring before the government and the public matters of interest and concern to women, and to advise the Minister responsible for the Status of Women on such matters as the Minister may refer to the Council for its consideration, or as the Council may deem appropriate.

Its roots lie historically in the Royal Commission on the Status of Women in Canada which was set up early in 1967. The terms of reference of the Commission specified "to ensure for women equal opportunities with men in all aspects of Canadian society." On September 28, 1970, the commissioners submitted their report which provided the government with 167 recommendations of which 122 were within federal jurisdiction. Recommendation 166 stipulated "that a federal Status of Women Council ... be established." Accordingly, the Advisory Council on the Status of Women was established in 1973. Its members are appointed for specific terms, from all the provinces and territories. Council meetings are held at least four times a year in various parts of the country.

Overall Responsibilities

In addressing itself to the concerns of all Canadian women, the 30 members of the Council focus on the particular problems of their regions. Research and background material provide the base upon which Council recommendations are made following deliberation by members at general meetings.

Recommendations for change in legislation and other measures to improve the status of women are presented to the government through the Minister responsible for the Status of Women. The Council has the unique right and responsibility to inform the public of its recommendations at the same time as it reports to Parliament. Council activities — briefs, speeches, responses to current events, open communication with the public — maintain an awareness of the inequalities facing women in Canadian society today.

Organization

The Advisory Council on the Status of Women is composed of a President, two Vice Presidents and 27 Council members from across the country. The Vice Presidents are responsible for specific regions, while the President retains overall responsibility for the operations of the Council. Regional and local offices are located in Vancouver, Montreal and Winnipeg. At the central office in Ottawa, three directors have specific responsibilities for research, communications and administration and, along with their staff, support ongoing Council activities across the country.

Pensions

The CACSW Clearinghouse on Pensions was established in October 1981 in response to the need for Canadian women to be informed of the issues involved in the reform of Canada's pension system. The government's Pension Reform Paper, scheduled for release in the near future, will present proposals for change in the present system. To help prepare responses to these proposals, the Clearinghouse has been collecting and distributing pension information to women's groups, individuals and other interested organizations throughout Canada.

Talent Bank

A Talent Bank has been developed as a comprehensive inventory of qualified women across the country with expertise in all fields. Its purpose is to promote women in leadership roles in all areas of Canadian society. Using this resource the Council monitors federal appointments and recommends appropriate final candidates for these positions.

Publications

The Council has published numerous books, briefs and fact sheets since its inception in 1973 and maintains a stock on hand which is available, in most cases free of charge, to the public. The following is a sample of these publications, grouped under a number of issues of concern to women.

Women's Political Status and Action

- Play From Strength: A Canadian Woman's Guide to Initiating Poltical Action, by Penney Kome, 1983.

Women and Work

- Microtechnology and Employment: Issues of concern to Women, by CACSW, 1982
- Better Day Care for Canadians: Options for Parents and Children, by CACSW, 1982
- Current Issues for Women in the Federal Public Service, by Julie White, 1983
- Fact Sheet: Women and Part-time Work, 1983
- Juggling a Family and a Job, by CACSW, 1984

Violence Against Women

- A Brief on Wife Battering with Proposals for Federal Action, by CACSW, 1982

Women and Health

- Fact Sheet: Reproductive Health hazards at the Workplace, 1984

Other Issues for Women

- Fact Sheet: Women and Pensions, 1982
- Fact Sheet: Women and Sport in Canada, 1983
- It's Your Turn: A Handbook for Canadian Women, by CACSW, 1983
- Love, Marriage and Money ... An Analysis of Financial Relations Between the Spouses, by Louise Dulude, 1984.
- Prostitution in Canada, by CACSW, 1984

CACSW Publications available from the Canadian Government Publishing Centre

- Fair Ball: Towards Sex Equality in Canadian Sport, by M. Ann Hall and Dorothy A. Richardson, 1982.
- Reproductive Hazards at Work: Men, Women and the Fertility Gamble, by Nancy Miller Chenier, 1982.
- A Working Majority: What Women Must Do For Pay, by Pat and Hugh Armstrong, 1983.
- Women and Part-Time Work, by Julie White, 1983.

Regional Contacts

For the above publications, a listing of all publications available and general information on the Council write or call the Advisory Council on the Status of Women in:

Ottawa

Advisory Council on the Status of Women
66 Slater Street
Box 1541, Station B
Ottawa, Ontario
K1P 5R5
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Montreal

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800 Dorchester Street West
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Vancouver

Advisory Council on the Status of Women
1055 West Georgia Street
18th Floor, Room 1800
P.O. Box 11144
Vancouver, British Columbia
V6E 3P3
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Access Procedures

All formal requests under the *Access to Information Act* should be directed to:

Access to Information Co-ordinator
Advisory Council on the Status of Women
66 Slater Street
18th Floor
Box 1541, Station B
Ottawa, Canada
K1P 5R5
Telephone: (613) 992-4975

President's Office

As spokeswoman for the Advisory Council on the Status of Women, the President has the mandate to bring before the government and the public matters of interest and concern to women and to advise the Minister on such matters relating to the status of women. As Chief Executive Officer, the President is responsible and accountable for the management of the organization and its operational activities.

The President must initiate briefs and studies, attend conferences and seminars at all levels, maintain contact with the two Vice Presidents and preside over the Council meetings and Executive Committee. She represents CACSW at the meeting of the Joint Committee of federal and provincial councils and maintains contacts with business leaders and government officials at all levels.

Vice Presidents' Offices

The Vice Presidents are called upon to advise the President on public matters of interest and concern to women and to co-ordinate the Council's activities in their respective areas of responsibility. The Vice President whose office is in Vancouver co-ordinates in the western provinces and the Territories while the Vice President whose office is in Montreal co-ordinates in Quebec and the Atlantic provinces.

Research Division

This Division determines priorities for research through ongoing liaison with members and other relevant research and policy groups inside and outside government, and is responsible to initiate, oversee or perform research studies to inform members of the Council and the public. It also monitors and responds to government policy changes, presenting briefs as required.

Classes of Records

General Social Issues
CACSW-10
Description: Information on social issues of particular concern to or which affect women. *Topics:* Rights of Indian women; specific problems of immigrant women; sex stereotyping in advertising and the media; women in politics; one-parent families; women and aging; disabled women; planning resources for adolescent women.

Economic Situation of Women
CACSW-20
Description: Information on women's unequal economic position. *Topics:* Inequities in matrimonial property laws; inclusion of women in the Canada Pension Plan; taxation; private pensions; the contribution of women to different sectors of the economy.

Discrimination in the Workplace
CACSW-30
Description: Information on obstacles to women's equal participation and advancement in the workforce. *Topics:* Application of the *Unemployment Insurance Act;* parental benefits; part-time work; re-entry into the work force; unions, occupational health hazards; sexual harassment; equal pay for work of equal value; affirmative action.

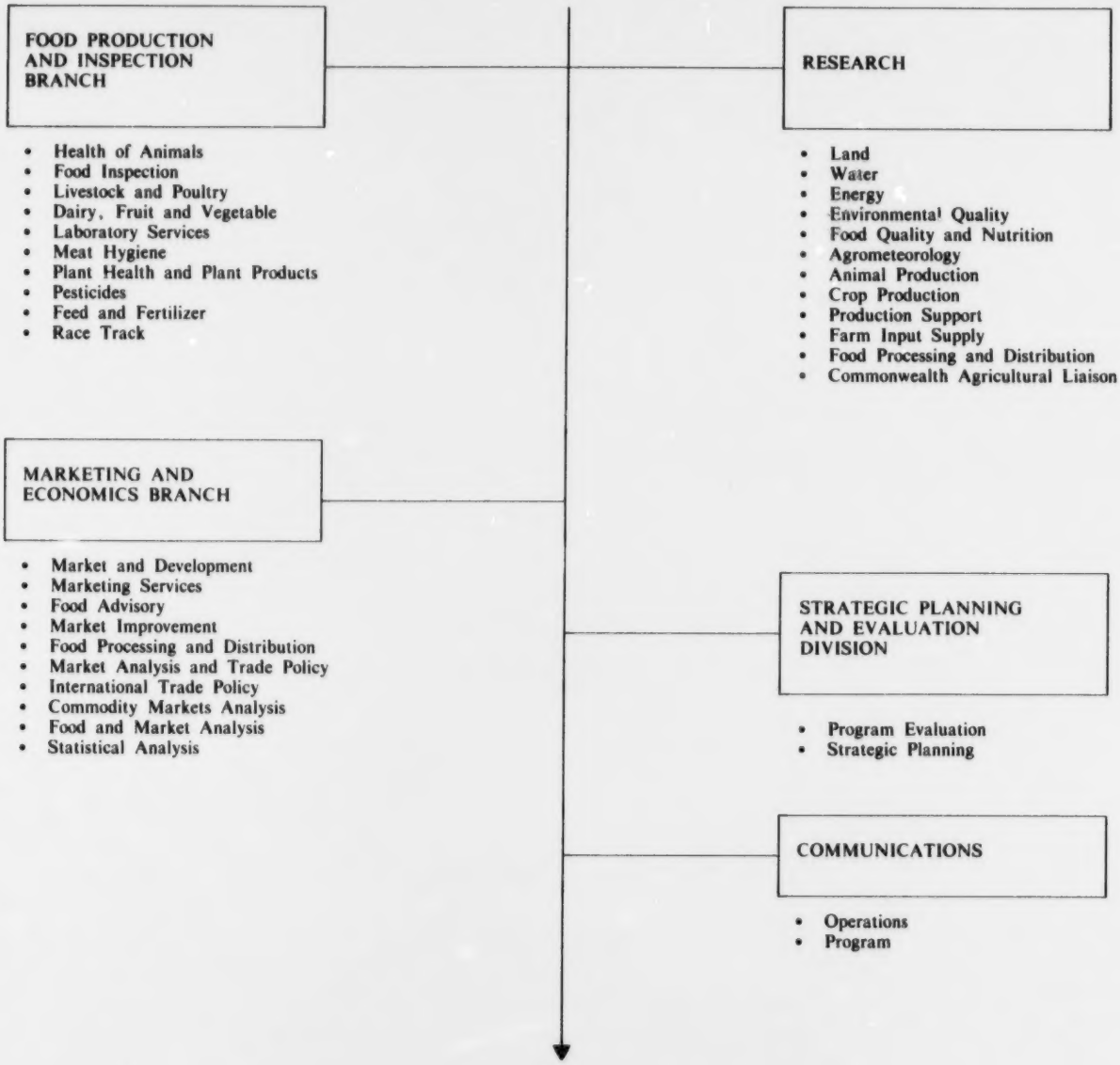
Concerns of Women at Home
CACSW-40
Description: Information on issues of particular concern to women who choose to be homemakers. *Topics:* The role of homemakers; voluntarism; shared pensions; matrimonial property laws.

Justice
CACSW-50
Description: Information on legal issues of particular concern to women. *Topics:* Battered women; sexual offences; female offenders; family court; divorce law reform; common-law relationships; prostitution; alimony and maintenance; human rights; the Constitution.

Government
CACSW-60
Description: Information on employment of women in government and appointment of women to government bodies. *Topics:* Women in the Public Service; women in the armed forces; appointments to the Senate and judiciary; appointments to boards and commissions.

Health Issues
CACSW-70
Description: Information on women's health and women's role in health care. *Topics:* Health services for women; women working in health care; birth planning; occupational health hazards.

Department of Agriculture



REGIONAL DEVELOPMENT AND INTERNATIONAL AFFAIRS BRANCH

- Production Development
- Crop Product
- Animal Production
- Development Policy
- Production Development Policy
- Inputs and Technology Analysis

FARM INCOME SERVICES BRANCH

- Western Grain Stabilization Administration
- Crop Insurance
- International Affairs
- International Liaison
- Overseas Project

PRAIRIE FARM REHABILITATION ADMINISTRATION

- Agricultural Service Centre Agreements
- Land Use
- Water Development
- Engineering Services
- South Saskatchewan River
- Southwest Saskatchewan Irrigation
- Alberta Irrigation Rehabilitation
- Assiniboine River Diking
- Demonstration Farm
- Tree Nursery

OTHER RESPONSIBILITIES

- Canadian Grain Commission
- Agricultural Products Board
- Agricultural Stabilization Board

ACCESS TO INFORMATION
PRIVACY CO-ORDINATOR
AGRICULTURE CANADA
SIR JOHN CARLING BUILDING
930 CARLING AVENUE
OTTAWA, ONTARIO
K1A 0C5

Background

In a country of the size and diversity of Canada, the services and programs related to agriculture are many and varied. Special needs arise from the variations in climate and soils and as a result of the federal system, which apportions responsibilities between the federal and provincial governments.

When Agriculture Canada was established in 1867, the year of Confederation, it concentrated on the most urgent need at the time, which was the control of livestock diseases and the prevention of their entry into Canada. The formation of the Experimental Farms System followed in 1886 as a means of discovering the agricultural possibilities of various regions. A Dairy Commissioner was appointed in 1890, and from that time the Department has expanded rapidly to keep pace with the growth of Canadian agriculture. Its personnel roster has grown from 27 in 1867 to about 10,000 today, and its services derive from 43 Acts of Parliament.

Today, the Department's responsibilities embrace most aspects of the agricultural industry. Agriculture Canada carries out research into the physical and economic problems of agriculture; inspects and grades farm products; and carries out programs aimed at keeping our crops and livestock safe from disease and insect pests. The Department enforces laws governing the sales of feed, fertilizers and pesticides; and assists farmers through measures such as price stabilization and crop insurance. It also provides consumer-oriented food advisory services and supervises race track betting.

All Canadians, urban and rural, benefit directly or indirectly from the work of the Department.

Laws and Regulations

Legislation for which the Minister of Agriculture is solely responsible to Parliament:

- Advance Payments for Crops Act
- Agricultural Products Board Act
- Agricultural Products Co-operative Marketing Act
- Agricultural Products Marketing Act
- Agricultural Stabilization Act
- Animal Disease and Protection Act
- Canadian Dairy Commission Act
- Cheese and Cheese Factory Improvement Act
- Cold Storage Act
- Crop Insurance Act
- Department of Agriculture Act
- Experimental Farm Stations Act
- Farm Credit Act
- Farm Improvement Loans Act
- Farm Products Marketing Agencies Act
- Farm Syndicates Credit Act
- Feeds Act
- Fertilizers Act
- Foot and Mouth Disease, Control and Extirpation Act
- Fruit, Vegetables and Honey Act
- Grain Futures Act
- Hay and Straw Inspection Act
- Humane Slaughter of Food Animals Act
- Inland Water Freight Rates Act
- Livestock and Livestock Products Act
- Livestock Feed Assistance Act
- Livestock Pedigree Act
- Meat and Canned Foods Act
- Meat Inspection Act
- Milk Test Act
- Pest Control Products Act
- Pesticide Residue Compensation Act
- Plant Quarantine Act
- Prairie Farm Assistance Act
- Seeds Act
- Wheat Co-operative Marketing Act

Legislation for which the Minister of Agriculture shares responsibility to Parliament:

- Canada Agricultural Products Standards Act (Minister of Consumer and Corporate Affairs)
- Canada Dairy Products Act (Minister of Consumer and Corporate Affairs)
- Canada Grain Act (Minister of Transport)
- Inspection and Sale Act (Minister of Consumer and Corporate Affairs)
- Maple Products Industry Act (Minister of Consumer and Corporate Affairs)
- Criminal Code, Section 188 (Minister of Justice and Attorney General of Canada)
- Western Grain Stabilization Act (Minister of Transport)

Overall Responsibilities

The general objective of Agriculture Canada is to stimulate the development of the agri-food industry; to provide for a dependable and adequate supply of safe, high-quality, nutritious food for domestic and export trade at reasonable prices to consumers; and to ensure stable and equitable returns to producers and processors. Consequently, the Department is involved in grading and inspection, seed certification, regulations on pesticides and fertilizers, animal disease diagnostic and control programs, race track supervision, market development and forecasts, scientific research, international agricultural liaison and dissemination of information.

Key Contacts

General Inquiries

(613) 995-5222

Press

(613) 995-8963

Library

(613) 995-7829

Publications

(613) 995-8963

ATIP Co-ordinator

(613) 995-5118

Legal Counsel

(613) 995-4990

Major Publications

Publications are available from Information Services, Agriculture Canada, Ottawa, K1A 0C7.

- Policies and Programs for Agriculture — summarizes federal and

provincial policies and programs affecting agriculture (Atlantic provinces, Ontario, Quebec and the western provinces)
- Guide to Federal Agricultural Services
- Organization and Activities of Agriculture Canada
- Annual Report 1980-1981
- Free Publications from Agriculture Canada
- Technical Publications and Information from Agriculture Canada
- List of Agriculture Canada Priced Publications

Access Procedures

Within Agriculture Canada, formal access to information and privacy requests are co-ordinated centrally through the Administrative Division in Ottawa. Please forward completed access request forms to

Access to Information Co-ordinator

Agriculture Canada
Sir John Carling Building
Carling Avenue
Ottawa, Ontario
K1A 0C5
Telephone: (613) 995-5118

Formal access procedures are not meant to discourage or replace the informal access channels that currently exist at our regional facilities. Departmental establishments, in the form of regional offices, district offices and research stations, are widely dispersed across the country. Inquiries concerning formal and informal access may be directed to the Access to Information and Privacy Co-ordinator at the above address, or may be addressed to the Regional Administrative Offices at the following:

Regional Administrative Manager
Quebec Region

Guy Favreau Complex, East Tower
200 Dorchester Blvd. West
Suite 1002-A
Montreal, Quebec
H2Z 1Y3
Telephone: (514) 285-8888

Regional Administrative Manager
Prairies Region

1955 Smith Street, 4th Floor
Regina, Saskatchewan
S4P 2N8
Telephone: (306) 359-6115

Regional Administrative Manager
Ontario Region

4900 Yonge Street, Penthouse 3
Willowdale, Ontario
M2N 6B9
Telephone: (416) 226-9262

Regional Administrative Manager
Atlantic Region

P.O. Box 6088
Moncton, New Brunswick
E1C 8R2
Telephone: (506) 388-7400

Food Production and Inspection Branch

Health of Animals Directorate

This Directorate administers the *Animal Disease and Protection Act*. Its purpose is to maintain the country's livestock free from contagious and infectious disease by providing veterinary, regulatory and scientific services in order to increase the knowledge of animal disease, eradicate foreign animal diseases in the event of their entry into Canada, and reduce economic loss from diseases.

Manuals

- Manuals of Procedures Relating to the *Animal Disease and Protection Act* and Regulations

Classes of Records

Pathology Services
AGR-10
Description: Diagnostic service and research activities related to animal diseases and consultation and licensing for use of biologics, veterinary and pest control products. *Topics:* Diseases (agents of disease, transmission to humans, economic loss due to disease); diagnostic activities; diagnostic reagents; registration consulting service; licensing and use of biologics, veterinary and pest control products.

Humane Treatment of Animals
AGR-20
Description: Information on the prevention of stress-related diseases in animals and humane treatment of animals being transported within Canada or exported from Canada. *Topics:* Inquiries; reports; correspondence; transportation systems; stockyards; ports of entry; code of practice (poultry, veal and swine).

Importation of Animals
AGR-30
Description: Information on the control of animal and bird imports to prevent animal disease from gaining entry into Canada. *Topics:* Veterinary inspection reports; quarantine station activity reports; Australian and European livestock importation programs; imports of game farm and zoological garden animals; imports of pets; feathers; skins and hides and wool; imports of birds; fertilizers; tankage; plant products; insects; others (tropical fish, amphibians, worms).

Export Testing and Certification
AGR-40
Description: Information on the acceptability of Canadian animals and products for export by ensuring their being free of disease or disease-causing agents and by meeting the standards of importing countries. *Topics:* Species of animals; disease and disease-causing agents; import requirements of foreign countries; export testing programs and certification; facilitating export; export of birds; export of poultry; export of plants.

Disease Control
AGR-50
Description: Information on the prevention, control and eradication of communicable and other diseases and on compensation for related losses. *Topics:* Animal diseases — brucellosis, tuberculosis and other indigenous diseases; foreign animal diseases; reportable diseases of animals and poultry; artificial insemination; veterinary biologics. *Special Access Note:* Machine-readable records are available on brucellosis survey arranged by herd at headquarters; also on herd serum banking and rabies control.

Food Inspection Directorate

Livestock and Poultry Division

The Division administers the *Canadian Agricultural Products Standards Act* and the *Livestock and Livestock Products Act* to ensure national standards for chick and poult production, and poultry and

red meat products through a national grading and inspection program.

Manuals

- Livestock Grading Manual — guide to beef, pork, veal, lamb and sheep and their byproducts
- Manual of Hatchery Operations — requirements for the registration of new premises, construction and equipment specifications, the survey of supply flocks, and sanitary conditions
- Shell Egg Inspection Manual — detailed guidelines on the registration and inspection of egg stations, inspection of eggs, requirements for the packaging of eggs and the labelling of egg containers
- Processed Egg Inspection Manual — guidelines on the registration and inspection of processed egg stations, inspection of processed eggs (frozen, liquid or dried), packaging of processed eggs, and labelling of processed egg containers
- Processed Poultry Inspection Manual — guidelines on the registration and inspection of poultry stations and producer premises, inspection of processed poultry, packaging of processed poultry, and labelling of poultry containers

Classes of Records

Product and Registration Standards
AGR-60
Description: Information on standards for the processing, grading and marketing of egg and poultry products, red meat, and animal products (furs, wools). *Topics:* Sanitation and building standards; grading standards; poultry packaging and labelling; import and export requirements; animal products (furs and wools); policy development; consultation with industry; hog fat survey; egg quality data; egg solids. *Special Access Note:* The hog fat survey, egg quality data and egg solids files are machine readable.

Grading and Monitoring
AGR-70
Description: Information on a national program for grading red meats, animal products, poultry and poultry products, and for inspecting and registering hatcheries, egg stations, and egg processing and poultry slaughtering plants. *Topics:* Grading red meat; grading poultry and poultry products; egg and poultry processing stations; hatcheries (registration and inspection); laboratory analysis of egg products; training and development; import and export inspection; complaints; enforcement; policy development.

Poultry Testing
AGR-80
Description: Information on economic traits of egg production and chicken meat stocks at the Central Test Stations. *Topics:* Egg production stocks; chicken broiler stocks; feed purchase; sale of eggs; production costs; random sample test results.

Dairy, Fruit and Vegetable Division

This Division is concerned with the establishment, implementation and maintenance of standards concerning the quality, safety, wholesomeness, packaging and labelling of fresh and processed fruits and vegetables, dairy products, and certain other processed foods (honey and maple syrup).

Manuals

- Canadian Guidelines for Inspection of Dairy Plants — guidelines for items to be inspected and rated, and recommendations
- Laboratory Manual — Dairy Products — sampling and preparation of reagents and methodology for the testing of cheese, dry milk, evaporated milk and ice cream
- Grading Manual — Dairy Products — objective, purpose, principles and procedures of the grading program; grading of butter, cheddar cheese and dry milk products
- Inspection Manual — Dairy Products — objective, scope and purpose of product inspection, sampling, detention policy and general procedures; inspection of butter, milk powders, cheeses, ice products, evaporated milk, warehouses, salmonella, containers program
- Inspector's Manual — inspection details concerning fresh and processed fruit and vegetables, certification, fees, detention and release
- Commodity Manual — inspection procedures for fresh products, application of grades and standards
- Specialty Cheese Manual — description of the characteristics, composition standards, method of manufacture and labelling of the speciality cheeses made or imported in Canada
- Licensing and Arbitration Manual — guidelines for the application for licences, the licensing of dealers, and the operation of the Board of Arbitration

Classes of Records

Grading, Standards and Labelling
AGR-90
Description: Information on grading programs and quality standards and on the design and control of labelling requirements. *Topics:* Standards — dairy, fresh fruit and vegetables, processed fruit and vegetables, honey and maple products; grading of dairy products; monitoring the grading of fruit and vegetable products; label design and approval; packaging; weight and volumes; studies and surveys; policy development; consultation with governmental and non-governmental organizations.

Registration, Licensing and Arbitration
AGR-100
Description: Information on the registration of fruit and vegetable processing plants, dairy plants, and fresh produce warehouses; the licensing of dealers and brokers; and the arbitration of disputes. *Topics:* Registration of establishments; suspension or cancellation of registration; list of registered processors; arbitration boards; complaints; policy development.

Import, Export and Interprovincial Control
AGR-110
Description: Information on the control and regulation of import, export and interprovincial movement of dairy, fresh and processed fruit and vegetable products. *Topics:* Export certification; compliance to import regulations; concessions — processing and packaging; consultations — associations, government agencies (foreign and domestic); statistics; complaints; policy development.

Inspection and Monitoring
AGR-120
Description: Information on the inspection and monitoring of dairy, fruit, vegetable and certain other products and on related establishments. *Topics:* Product inspection; establishment inspection; laboratory analysis; certificates of inspection; system auditing; consultation with governmental and non-governmental organizations; violations and prosecutions; inspection fees; complaints; compliance; policy development.

Laboratory Services Division

This Division provides analytical testing services to those divisions and agencies of Agriculture Canada engaged in the enforcement of quality-assurance legislation and regulations for foods, feeds, fertilizers, pesticides and seeds.

Manuals

- Journals and manuals of analytical testing procedure
- Journal of the Association of Official Analytical Chemists

Classes of Records

Scientific Analysis
AGR-130
Description: Information on analytical tests to ensure conformity with established quality-assurance standards for certain products and facilities. *Topics:* Requests for analysis; analytical reports; tests results; laboratory certification; sampling programs (quotas); provision standards; consultation with governmental and non-governmental organizations; methods of analysis; statistics. *Special Access Note:* Samples received and reported, tests outstanding, and certificates of analysis are machine readable. *Retrievability:* Files arranged either by laboratory number or by commodity, region, date and type of test.

Analytical Methodology Development
AGR-140
Description: Information on analytical methodologies to support and enhance the quality of scientific analysis provided by the Division. *Topics:* Methodology research proposals; assessment studies; establishment and dissemination of methodology; program review; analytical literature surveys; research reports; publications; laboratory certification verification; investigational sampling requests.

Meat Hygiene Division

The Division administers the *Meat Inspection Act and Regulations* as well as the *Humane Slaughter of Food Animals Act and Regulations* to ensure that meat, meat products and meat byproducts are wholesome and fit for human consumption, and that the slaughter is carried out in a humane fashion.

Manuals

- Manual of Procedures — procedures for the inspection of registered meat slaughtering and processing plants and storages
- Construction Manual — requirements for the construction and planning of slaughter-houses and meat-processing installations
- Reference Listing of Registered Establishments — list of registered meat packing establishments
- Reference Listing of Materials and Agents — list of materials, agents, compounds, paints, plant equipment acceptable for use in registered establishments, including the name and address of manufacturer and the date of acceptance of the product
- List of "Manufacturers and Printers of Packaging Material Authorized to Reproduce the Canada Inspection Legend"
- Meat Inspection Act and Meat Inspection Report — regulations on the inspection of meat and meat products entering international and interprovincial trade

Classes of Records

Inspection and Monitoring
AGR-150
Description: Information on the inspection and monitoring of food animals, meat, meat products and byproducts, and plant sanitation. *Topics:* Testing — toxicity, residues, contaminants; disease monitoring; complaint investigation; transport sanitation; inspection auditing; surveys; national and domestic inspection — abattoirs, storage and processing facilities; stamping devices; policy development. *Special Access Note:* Files on statistics on weekly and monthly poultry kills, disease condemnations and Establishment Review are machine readable.

Plant Registration
AGR-160
Description: Information on the registration of slaughtering and processing plants. *Topics:* Construction specifications; equipment; use of non-food materials and agents; storage facilities; policy development.

Standards and Labels
AGR-170
Description: Information on the development of and compliance with standards and labels to ensure quality, nutritional value and safety of meat, meat products and byproducts. *Topics:* Label review on microfilm; approved Canadian and foreign labels (machine-readable list); packaging; food standards — formulas and preparation; additives; policy development.

Export and Import
AGR-180
Description: Information on the certification of Canadian meat products for export to comply with the requirements of foreign countries and on compliance of imported meat, meat products and byproducts with Canadian standards. *Topics:* Export certification; foreign requirement review; veterinary audit and registered Canadian facilities; statistics; policy development. *Special Access Note:* List of all approved products for import and export and statistics on the import and export of meat are machine readable.

Plant Health and Plant Products Directorate

Seed Division

The Division ensures the accurate representation of seed products in the market place and adequate supplies of good quality seed and facilitates Canadian participation in the trade of seed and plant varieties.

Manuals

- Inspection and Trade Memoranda — contains regulations on quality control, inspection, production and use of seed
- Inspectors' Training Guide — guide to general procedures, identification of plant varieties and diseases
- Regulations and Procedures for the Production of Pedigree Seed

Classes of Records

Seed Projects
AGR-190
Description: Information on the characteristics of seed varieties, foreign and domestic movement of seed, and availability of adequate supplies. *Topics:* Seed varieties; importation of seeds; exportation of seeds; statistics; contract multiplication; international liaison. *Special Access Note:* Seed inventory and seed sealing are machine readable.

Inspection and Enforcement
AGR-200
Description: Information on the inspection and enforcement of standards governing seed quality. *Topics:* Seed inspection; violations and detentions; crop inspection; grading; diseases; seed testing.

Seed Standards
AGR-210
Description: Information on the development of new or amended seed quality standards; also packaging and labelling.

Variety Evaluation and Licensing
AGR-220
Description: Information on the evaluation of new varieties of seeds for the purpose of licensing. *Topics:* Licensing of seeds; list of licensed varieties (machine readable); unlicensed varieties.

Inspection, Testing and Certification
AGR-280
Description: Information on the inspection and testing of seed potatoes and certification for domestic markets. *Topics:* Seed multiplication; seed potato improvement; inspection; enforcement; training programs; storage and transportation; testing (seed lots, field and post-harvest); inventory of varieties; assessment of varieties; complaint investigation (domestic); federal- provincial consultations.

Standards and Specifications
AGR-290
Description: Information on guidelines, specifications and standards on seed potatoes. *Topics:* Standards and labelling; laboratory facilities; transportation; storage; seed potato varieties; policy development.

Import and Export
AGR-300
Description: Information on the control of imports, export certification, and facilitation of seed potato trade. *Topics:* Phytosanitary agreements; facilitation of trade; import standards; export certification; complaint investigation (foreign); evaluation of foreign certification programs.

Pesticides Division

This Division ensures the safety and merit of pest control products through evaluation, registration and compliance programs under the authority of the *Pest Control Products Act*.

Manuals

- Operating Manual — describes the procedures relating to the control of the content, registration, classification, labelling and use of pesticides
- Memoranda to Control Officials — memoranda on current CAPCO (Canadian Association of Pesticide Control Officials) activities, general trade information, terminology, ingredient changes, registration standards

Classes of Records

Registration and Fees
AGR-230
Description: Information on the registration of pesticides under the *Pest Control Products Act*. *Topics:* Application for registration; specification forms; product labels; ingredient authorizations; registrant correspondence. *Retrievability:* Files arranged by registrant code and registration number.

Ingredients in Pesticides
AGR-240
Description: Information on the evaluation of pesticides to determine whether they will perform as claimed and on safe conditions for their use. *Topics:* Product chemistry; toxicology; metabolism; residues; environmental chemistry and toxicology. *Retrievability:* Files arranged by ingredient code.

Inspection and Compliance
AGR-250
Description: Information on the development, implementation and monitoring of a national field compliance program for registered pesticides. *Topics:* Monitoring; investigation; enforcement.

Feed and Fertilizer Division

The Division administers both the *Feeds Act* and Regulations and the *Fertilizer Act and Regulations* to ensure that livestock feeds and fertilizers are both safe and efficacious and truthfully represented in the marketplace. The Division also administers the *Hay and Straw Inspection Act* and Regulations to provide for hay inspection.

Manuals

- Inspection and Trade Memoranda — contains content and packaging standards for livestock feed and fertilizer, registration, quality control, and inspection regulations

Classes of Records

Feed Evaluation, Registration and Compliance
AGR-260
Description: Information on pre-sale evaluation of feed, registration of feed, and inspection of feed production and products to ensure compliance with regulatory requirements. *Topics:* Evaluation of feed; approval of single ingredients; correspondence; labelling; certificates of registration; product inspection; feedmill inspection; toxicity, residues and diseases; violations; hay and straw grading. *Special Access Note:* Feed data base of registered products and listing of analytical results of feed samples are machine readable.

Fertilizer Evaluation, Registration and Compliance
AGR-270
Description: Information on pre-sale evaluation and registration of fertilizer and on inspection of fertilizer products to ensure compliance with regulatory requirements. *Topics:* Evaluating fertilizer; approval of single ingredients; correspondence; labelling; certificates of registration; product inspection and grading; toxicity residues and diseases; violations. *Special Access Note:* Listing of analytical results of fertilizer samples, Canadian fertilizer plant statistics and fertilizer data base of registered products are machine readable.

Plant Health Division

The Division administers the *Plant Quarantine Act* to protect the country's agricultural and forestry industries from the introduction and spread of foreign plant pests and to ensure that Canadian agricultural and forestry products destined for export comply with the entry requirements of the importing country.

Manuals

- Plant Quarantine Directives
- Plant Quarantine Import Permit Files, Act and Regulations
- Bilingual Vocabulary of Ships, Mills, and Elevators
- Ship, Mill and Elevator Inspection Manual
- Airport Manual
- Foreign Site Manual
- Import and Enforcement Manual
- Import Plant Health Operational Directives
- Import Plant Health Regulatory Directives

Classes of Records

Import Program
AGR-310
Description: Information on the planning and maintenance of a national program to prevent the introduction and establishment in Canada of foreign plant pests detrimental to the Canadian agricultural and forestry industries. *Topics:* Import permits; port inspection statistics, commercial; port inspection statistics, non-commercial; quarantine and decontamination; importation of agricultural and

forest products. *Special Access Note:* Airport inspection file is machine readable.

Export Programs
AGR-320
Description: Information on the planning and maintenance of a national program to ensure the acceptance of Canadian agricultural and forestry products on export markets by being free of plant pests and by meeting standards of importing countries. *Topics:* Export agricultural and forestry products; ship, mill and elevator sanitation inspection; plant quarantine importation requirements of foreign countries; phytosanitary export certification; decontamination and quarantine.

Domestic Programs
AGR-330
Description: Information on the planning and maintenance of a national program designed to prevent the spread of pests within Canada and to survey for and control quarantine pests known to occur in Canada. *Topics:* Pest distribution (publications); decontamination and fumigation; pesticide application; interprovincial shipments.

Biological Programs
AGR-340
Description: Information on the identification of pests and on analysis of pest risk. *Topics:* Lists of intercepted pests; insects and plant diseases; surveys; pest identification; and analysis of pest risk.

Race Track Division

This Division ensures the protection of the pari-mutuel betting public associated with horse racing under Section 188 of the *Criminal Code* and aids in the development of a viable race track industry in Canada.

Manuals

- Race Track Supervision Regulations — deal with the supervision of pari-mutuel betting and with the possession and use of drugs at race tracks
- Operational Manual (Race Track Supervision) — operational guidelines for the Division to aid in standardized enforcement and interpretation of policy and regulations
- Race Track Officer Training Manual — contains guidelines for race track supervision officers on the pari-mutuel betting system, race track equipment, departmental responsibilities and reporting procedures

Classes of Records

Pari-mutuel Supervision
AGR-350
Description: Information on the regulation and supervision of pari-mutuel betting on horse races. *Topics:* Daily operation racing associations; pool distribution; investigations into alleged race fixing; betting dates; tests of totalizator equipment; race track facilities; racing commissions; conferences; betting systems; betting permits; security and police; federal levy on wagering. *Retrievability:* Files arranged by racing event and date.

Race Surveillance
AGR-360
Description: Information on the surveillance of horse races. *Topics:* Daily supervision reports; photo finish service; race patrol service; drug control service; test inspectors' personal records. *Storage Media:* Film, videotapes and photographic print.

Surveillance Research
AGR-370
Description: Information on all aspects of research into race track surveillance. *Topics:* Diagnostic activities; drug detection; recording of races on film or video tape; effect of drug administration on horses. *Storage Media:* Film, videotapes and photographic prints.

Research Branch

The mandate of the Research Branch is to provide new knowledge and improved technology to ensure the efficient production of an adequate supply of safe and nutritious food, a stable and profitable agriculture and food industry, and a judicious use of natural resources essential to Canadian agriculture. The Branch also provides support to other branches, departments and agencies in activities of national concern in the agricultural and food sector and assistance to international research programs of less developed countries.

Manuals

- Plant Virus and Antiserum Bank — describes viruses that cause damage to crops and plants
- Manual for Describing Soils in the Field — outlines the procedure for inputting soil and landform classifications data into a computer system
- Canadian Agricultural Thesaurus agricole canadien — contains terms for describing the work of the Research Branch, including names of bacteria, viruses, plants, names of domestic animals and chemical terminology
- Contracting Out of Science and Technology Procedures Manual

Classes of Records

Land Research
AGR-380
Description: Information on the maintenance, availability and better utilization of agricultural land to meet current and future agricultural and food production needs. *Topics:* Soil management and conservation (erosion problems, tillage, fertilizer use); soil composition (organic matter, mineral content, chemical analysis); soil mapping; land inventory (classification, surveys, mapping); soil and land evaluation. *Special Access Note:* Soil mapping is machine readable.

Water Research
AGR-390
Description: Information on the use of water resources for agricultural production. *Topics:* Irrigation; drainage; desalination; conservation. *Special Access Note:* File on desalination is machine readable.

Energy Research
AGR-400
Description: Information on the conservation, production, and efficient utilization of energy throughout the food production system. *Topics:* Production — alternate sources, alcohol production, fuel substitutes, converting farm waste and residues into energy, and solar energy; conservation — analysis of energy use, equipment and equipment management, production practices, buildings and storages, greenhouses and insulation; utilization — farm and community energy use.

Environmental Quality Research
AGR-410
Description: Information on minimizing environmental degradation from agricultural practices. *Topics:* Pollution studies — residues from animal and crop production, toxicology, environmental quality parameter; waste management; pesticide management; plant nutrient studies.

Food Quality and Nutrition Research
AGR-420
Description: Information on the safety, quality and nutritive value of edible agricultural products. *Topics:* Food safety — toxicants and contaminants; food quality — food composition, nutrient availability, nutrition, monitoring and formulating food products.

Agrometeorology
AGR-430
Description: Information on the effect of climate on agricultural production. *Topics:* Winter survival of crops; meteorological and climatic indices; crop development models (yield prediction through use of climatic indices); atmospheric CO_2; climate research; meteorological records and data. *Special Access Note:* Meteorological records and data are machine readable.

Animal Production Development Research
AGR-440
Description: Information on the efficiency of production and the quality of animals in support of market development. *Topics:* Beef, dairy, swine, poultry, sheep, certain other animals, and honey bees; breeding; nutrition; management practices; physiology; feeding; protection.

Crop Production Development Research
AGR-450
Description: Information on the efficiency of production and quality of crops in support of market development. *Topics:* Wheat and other cereals; oilseed crops; forage crops; horticultural crops; field crops; breeding; physiology; management practices; protection.

Production Support Research
AGR-460
Description: Information on the availability and development of basic support services necessary for food and agricultural production. *Topics:* Plant physiology — drought resistance, winter hardiness, nitrogen fixation and cytogenetics; pest management and pesticides plant disease organisms, insect pests, weed ecology, and chemical and biological control; biotechnology — DNA recombinant technology, tissue culture, protoplast fusion, single-cell protein production; research services — plant gene collections, analytical chemistry, instrumentation, equipment and statistical design, analysis and interpretation; biosystematics — identification, classification and collections of vascular plants, insects and fungi.

Farm Input Supply Research
AGR-470
Description: Information on the availability and quality of basic inputs to the food and agricultural production system. *Topics:* Farm building design and research; structural design (microfilm); agricultural mechanization research and development.

Food Processing and Distribution Research
AGR-480
Description: Information on increasing efficiency in the processing and distribution sectors through technological innovation and product improvement. *Topics:* Food processing (technological innovation, equipment and utilization); the development of new food products and ingredients; storage (physiology and storage conditions) data on meat quality evaluations. *Special Access Note.* Storage data on meat quality evaluations are machine readable.

Commonwealth Agricultural Liaison
AGR-490
Description: Information on liaison with the Commonwealth Agricultural Bureaux and the Commonwealth Science Council. *Topics:* Information Service — agricultural scientific information, journals and book reviews; identification service — identification of pests and plant diseases; and biocontrol services — pest evaluation, survey and review services related to the introduction of biological control agents.

Marketing and Economics Branch

Market Development Directorate

Marketing Services Division

The Division provides marketing expertise and information on agricultural commodities, deals with the extension of federal marketing powers to provincial marketing boards, provides funding assistance for the construction of fruit and vegetable storage facilities, and gives financial guarantees to co-operatives to facilitate the orderly marketing of produce.

Classes of Records

Administration of Acts and Funding Programs
AGR-500
Description: Information on provincial marketing board powers, loan guarantees to producers, advance crop payments and storage construction assistance. *Topics:* Application for financial assistance (marketing boards, co-operatives); establishing commodity values; auditing; engineering check of storage specifications and plans; *Agricultural Products Marketing Act; Agricultural Products Co-operative Marketing Act,* Fruit and Vegetable Storage Construction Financial Assistance Program; *Advance Payment for Crops Act.*

Marketing Information
AGR-510
Description: Machine-readable files on the quality, quantity, price, inventories, sale and movement of products.

Commodity Marketing
AGR-520
Description: Information on marketing advice to government departments and the agri-food industry. *Topics:* Communication with industry organizations and government departments; commodity marketing — reports, statistics, inquiries, policy; marketing advice.

Food Advisory Division

The Division provides information and advisory services to the government, consumers and the food service industry on food quality, nutrition, safety, buying and handling to promote the sale of Canadian agricultural products through improved consumer satisfaction.

Classes of Records

Food Advisory Information
AGR-530
Description: Information or advice to government departments, consumers and the food service industry on the promotion, nutrition, buying and handling of food. *Topics:* Consumer inquiries; energy conservation in food preparation; food preparation (home and industry); surveys and projects; buying and handling; nutrition.

Market Improvement Division

The Division promotes increased use of Canadian food and agricultural products within the retail and food service industries; identifies opportunities and develops strategies to increase exports of Canadian agricultural and food products, equipment and services; and provides information and makes recommendations to improve the efficiency of co-operatives, other producer-controlled organizations and the intermediary services for exporters.

Classes of Records

Foreign Markets Information
AGR-550
Description: Information on the export of agricultural and food products, equipment and services. *Topics:* Commercial missions abroad; trade shows and exhibits; Canadian agricultural products; services to exporters; marketing research; country marketing environment reports; export marketing organizations; agricultural trade information program (machine readable). *Retrievability:* Files arranged by product, country and number.

Co-operatives and Producer Organizations
AGR-560
Description: Information on co-operatives and marketing boards. *Topics:* Briefings of government organizations; statistics (organization structure, trade, exports, financial); co-operatives; marketing boards. *Retrievability:* Files arranged by organization, commodity, province and number.

Food Retailing Corporations in Canada
AGR-570
Description: Information on food retailing corporations in Canada to improve markets for Canadian food products. *Topics:* Organizational structure; statistical profiles; marketing techniques; gross sales; number of outlets; subsidiary corporations.

Food Processing and Distribution Division

The Division helps develop and implement policies and programs designed to improve the efficiency and effectiveness of Canada's agricultural processing, transportation and distribution systems.

Classes of Records

Processing
AGR-580
Description: Information on the processing of Canadian food and agricultural commodities. *Topics:* Import replacement (by Canadian products); energy use; facilities; technological development.

Distribution and Transportation
AGR-590
Description: Information on the distribution and transportation of Canadian food and agricultural commodities. *Topics:* Transportation problems — air, truck, rail, ship; containers for transportation purposes (availability and suitability).

Market Analysis and Trade Policy Directorate

International Trade Policy Division

This Division provides the primary contact between the Department and other federal departments, provincial agencies, and producer and agri-business groups on matters concerning international trade policies related to the Canadian agricultural and food system. The Division's work complements the market development activities of the Market Development Directorate of the Marketing and Economics Branch. It also takes the leading role in preparing position papers on agricultural trade policy issues and represents the Department in trade policy discussions.

Classes of Records

Preparation of Briefing Papers
AGR-600
Description: Briefing papers on various agriculture-related trade policy questions for use by the Minister and senior officials of the Department. *Topics:* Import quotas; tariff changes; bilateral trade agreement negotiations; relations with less developed countries; food security; food reserves; other trade-related topics.

Compilation, Analysis and Dissemination of Trade Statistics
AGR-610
Description: Agricultural trade statistics derived from original data published by Statistics Canada. *Topics:* Canadian agricultural exports (by commodity and receiving country); Canadian agricultural imports (by commodity and source country); trade statistics. *Special Access Note:* Trade statistics are machine readable and are available on microfiche.

Commodity Markets Analysis Division

The Division provides market intelligence and analysis of developments in the commodity markets for agricultural commodities (grain, oilseeds, fruits and vegetables, cattle, hogs, dairy products, eggs and poultry), develops and advises on government policy pertaining to these markets, and undertakes economic research to improve knowledge and understanding of the functioning of commodity markets.

Classes of Records

Economic Research on Commodity Markets and Agricultural Market Forecasting
AGR-620
Description: Information on the supplies, consumption, inventories, trade and prices of the major agricultural commodities produced in Canada and on the analysis of factors influencing the behaviour of markets for these commodities. *Topics:* Dairy and dairy products; livestock and livestock products; poultry and poultry products; fruit, vegetables, honey and maple products; special crops; grains, oilseeds and fodder crop. *Special Access Note:* Statistics on commodity prices, marketings, stocks, imports, exports, production and disposition are machine readable.

Agricultural Policy Issues
AGR-630
Description: Information on economic factors related to the supply, demand and pricing of agricultural commodities and on the development and analysis of economic policy alternatives for the government. *Topics:* Dairy and dairy products; livestock and livestock products; poultry and poultry products; fruit, vegetables, honey and maple products; special crops; grain and feeds.

Food Market Analysis Division

This Division provides economic analysis, market intelligence and policy advice on issues related to food prices, the transportation, handling, processing, retailing and purchasing of food, and regulations affecting the food system.

Classes of Records

Market Intelligence
AGR-640
Description: Market analyses on the purchasing, processing and distribution of food. *Topics:* Food prices; food expenditures (consumer spending); processing and retailing. *Special Access Note:* Food prices, pricing forecast model and food consumption are machine readable.

Food Policy and Research
AGR-650
Description: Economic studies and policy advice on food markets. *Topics:* Food prices; processing and retailing, transportation and handling; food demand and consumption; foreign ownership; regulations.

Statistical Analysis Unit

The Unit provides support to economists within certain branches of the Department through the collection, updating, manipulation and reporting of data related to agriculture.

Manuals

- Systems Documentation — programmer's guide on the organization of the agricultural trade computer system
- User's Guide — guide for Agriculture Canada researchers on how to retrieve information from the agricultural trade data bank
- AGSEC 5 — Guide to Data Coding Scheme — explains the classification system for agricultural source data used for the Food and Agriculture Regional Model
- Hog Stabilization Guide — guide for the collection of data on hog prices and volume, to be used by commodity analysts to predict and calculate payments under the Hog Stabilization Program
- Beef Price Spreads Guide (Documentation) — details the organization of the data bank on beef price spreads

Classes of Records

Agriculture-Related Data
AGR-660
Description: Economic data related to agriculture. *Topics:* Market commentaries (annual and monthly time series); monthly and annual trade data (prices and quantities); source data for Food and Agriculture Regional Model and the hog, slaughter cattle and cow/calf stabilization models (monthly, quarterly and annual time series); miscellaneous economic data on agriculture and food. *Retrievability:* Files arranged by AGSEC code or commodity (marketing and trade coding system).

Communications Branch

This Branch disseminates agricultural and food information to farmers, agricultural advisers, agribusinesses, students and the general public. It also advises the public about policies, programs and activities of the Department.

Manuals

- Scientific and agricultural term glossaries
- Style manuals
- Policy papers and procedural memoranda
- Government Communications Guide

Classes of Records

Programs
AGR-940
Description: Information on the Department's work disseminated through the press, radio, television, films, exhibits and displays and on agriculture-related information provided to the public upon request. *Topics:* News media services; radio tapes; short films and television; photography; exhibits and displays; public relations. *Storage Media:* Radio tapes, films and photographs.

Operations
AGR-950
Description: Departmental publications (books, brochures, pamphlets) and periodicals; materials to provide guidance and assistance to regional information officers; and graphic designs.

Office of the Senior Assistant Deputy Minister

Farm Income Services Branch

Western Grain Stabilization Administration

The Western Grain Stabilization Administration administers the *Western Grain Stabilization Act* by collecting producer levies, making subsidy payments to producers when necessary and maintaining a record of grain producers' transactions. All records are located at the Adminsitration Office at 303 Main Street, Winnipeg, Manitoba.

Classes of Records

Producer Account Maintenance
AGR-960
Description: Information on transactions between grain buyers and producers under the provisions of the *Western Grain Stabilization Act*. *Topics:* Date of transaction; grade of grain; purchaser (name and location); quantity delivered; revenue paid; kind of grain. *Retrievability:* Files arranged by Canadian Wheat Board Permit Number.

Stabilization Payments and Levies
AGR-970
Description: Information on stabilization payments to grain producers and levies on grain sold. *Retrievability:* Files arranged by Canadian Wheat Board Permit Number.

Crop Insurance Division

This Division works with provinces to develop and promote sound and acceptable self-help crop insurance programs for Canadian producers in order to increase producer protection in serious crop loss situations.

Manuals

- Crop Insurance Division — Guidelines and Procedures

Classes of Records

Crop Insurance Program
AGR-980
Description: Information on federal assistance to provincially operated crop insurance programs that provide producers with income stability against specific crop loss risks. *Topics:* Federal-provincial agreements under the *Crop Insurance Act;* federal contributions to the provinces; annual report for the Minister under the *Crop Insurance Act;* provincial crop insurance program proposals, statistical reports, crop insurance annual reports and crop condition reports; audit reports; foreign crop insurance information.

Relief Assistance Programs
AGR-990
Description: Information on crop loss assistance programs that cover emergency situations not provided for under ongoing crop insurance programs. *Topics:* Federal-provincial agreements; crop loss assistance program details; federal contributions to programs; soil moisture and crop condition reports; audit reports.

Waterfowl Crop Damage Compensation Program
AGR-1000
Description: Information on compensation for individual producers in Manitoba, Saskatchewan and Alberta who have suffered serious waterfowl crop loss damage. *Topics:* Federal-provincial agreements; federal contributions; the Crop Damage Prevention Program and policies; program studies; waterfowl crop damage compensation policies; program audit reports.

Prairie Farm Assistance (cancelled 1979)
AGR-1010
Description: Information on assistance to farmers in the western wheat area in the event of a district crop failure. *Topics: Prairie Farm Assistance Act*, 1939; claims and payments; program phase-out 1973-74; repeal of the Act, 1979; annual reports. *Special Access Note:* Operational records now stored at Public Archives in Winnipeg; administrative and policy records stored at headquarters.

International Affairs Directorate

International Liaison Service

The International Liaison Service is involved in policy development and liaison with international agricultural organizations. It acquires, analyzes and disseminates international agricultural intelligence; is involved in multilateral food aid through the World Food Program; and co-ordinates foreign agricultural bilateral relations.

Manuals

- Directions for the Preparation and Handling of Memoranda to the Cabinet and Discussion Papers, Privy Council Office, May 1977

Classes of Records

International Liaison
AGR-790
Description: Information on liaison with international organizations, international agricultural intelligence and bilateral relations with foreign countries, including visits and missions. *Topics:* Food and Agriculture Organization (FAO); World Food Program; World Food Council; Inter-American Institute for Agricultural Co-operation (IICA); OECD Committee for Agriculture; Memoranda of Understanding on Agricultural Co-operation; foreign visits; agricultural missions.

Industry and Non-governmental Organization Liaison
AGR-880
Description: Identification of and profiles on major national and international non-governmental organizations (NGOs); liaison with major NGOs; establishing contacts and attending meetings with representatives of these NGOs. *Topics:* Provincial, national and international NGOs; conferences and meetings.

Civil Emergency Planning
AGR-900
Description: Information on preparedness plans to ensure adequate inspection and regulation of agricultural products and services in the event of a national emergency. *Topics:* Liaison in emergency planning matters with Privy Council Office and Emergency Planning Canada, other federal departments, provincial departments of agriculture, U.S. Department of Agriculture and NATO; orientation training in Agricultural Emergency Planning.

Overseas Projects Secretariat

The Overseas Projects Secretariat provides liaison between the Department and other organizations for the purpose of developing and co-ordinating overseas food and agricultural projects.

Manuals

- CIDA
- Bilateral Project Management Manual
- Personnel Management Manual — Foreign Service Directives
- CIDA — Technical Assistance Regulation

Classes of Records

International Agricultural Projects (CIDA)
AGR-800
Description: Information on certain food and agricultural projects in developing countries in conjunction with the programs of the Canadian International Development Agency (CIDA). *Topics:* Project descriptions; reports; administration guidelines.

International Agricultural Assignments
AGR-810
Description: Information on the staffing of overseas agricultural projects carried out by Agriculture Canada, CIDA and various international agencies. *Topics:* International agency, job vacancy notices (Food and Agriculture Organization, WEP, CECD, etc.); roster of individuals interested in international assignments; international vacancy notices — CIDA projects; country profiles.

Technical Assistance
AGR-820
Description: Information on new strategies and contacts for technical assistance abroad in the agricultural sector. *Topics:* Technical assistance; international agricultural issues (e.g., North-South dialogue); industrial co-operation.

International Agricultural Assistance Co-ordination
AGR-830
Description: Information on encouraging and facilitating co-operation of provincial governments and other Canadian non-governmental organizations in the identification of international agricultural development priorities; and on the discussion of international agricultural and food aid programs. *Topics:* Canadian Committee on International Agricultural Services (CCIAS); personnel policies for international assignments; international agricultural assistance; equality of opportunity for Canadians in international projects; conferences and meetings.

World Food Day Secretariat
AGR-910
Description: Information on the co-ordination of Canada's observance of World Food Day, including participation from the provinces and other federal departments as well as other organizations concerned to ensure secure food supplies for food-deficient countries. *Topics:* Meetings — National World Food Day Steering Committee, World Food Day Co-ordinating Committee and Information Working Groups; World Food Day poster, logo, theme initiatives.

Strategic Planning Division

The Division supports the senior management of the Deparment in the development of corporate strategies.

Manuals

- Guide to Strategic Planning in Agriculture Canada
- The Strategic Planning Information Base — Volume I
- External Trends and Issues

Classes of Records

Strategic Planning
AGR-930
Description: Information on strategic issues and challenges facing the agri-food system and the Department.

Program Evaluation Division

This Division supports the senior management of the Department in the evaluation of programs.

Manuals

- Program Evaluation Methodology Manual

Classes of Records

Program Evaluation
AGR-920
Description: Information on the evaluation of departmental programs. *Topics:* Description and objective; analysis of effectiveness.

Regional Development Branch

General Production Development Directorate

Crop Production Division

The Division develops and administers programs aimed at increasing crop production efficiency through crop improvement, the development of new crops and environmental management.

Classes of Records

Crop Production Improvement
AGR-670
Description: Information on the improvement of crop production efficiency and quality of crops. *Topics:* Program planning; weather and climate studies; federal-provincial programs; development assistance programs; crop production planning and programs; weed and pest control (e.g., wild oats); production constraint identification; advisory services — Grains Group; liaison with governmental and non-governmental organizations; land and water resources studies; cost of production studies.

New Crop Development
AGR-680
Description: Information on the development and adaptation of new crop varieties and production practices. *Topics:* Evaluation of new varieties; economic and physical feasibility; field trials and demonstrations; financial assistance to project sponsors (e.g., administration of New Crop Development Fund).

Animal Production Division

The Division develops and administers programs aimed at increasing the efficiency of production and quality of animals and ensuring the authenticity of animal identification and records. It also acts to increase export sales of animals and animal products.

Manuals

- Canadian Beef Sire Monitoring Program — Federal-Provincial Industry Record of Performance for Beef Cattle 1983
- The Canadian Record of Performance Swine Improvement Program

Classes of Records

Records of Performance (Livestock)
AGR-690
Description: Information on recording and evaluation systems to promote production, efficiency and quality. *Topics:* Breeders; genetic improvement; dairy production; livestock growth rate, reproductive performance.

Showcase Herd Maintenance
AGR-700
Description: Information on a showcase herd of beef and dairy cattle, sheep and swine maintained to demonstrate to the Canadian public and potential foreign livestock buyers and visitors the quality and genetic potential of Canadian livestock. *Topics:* Production tested under the National Record of Performance Programs and type-classification for dairy and beef cattle; technical information for promotional purposes for all livestock species; foreign exhibition promotional program for livestock.

Sire Loan Programs
AGR-710
Description: Information on financial and professional support for the identification, promotion and improvement of genetically superior breeding stock through the loan of superior sires. *Topics:* Procurement of sires; loan arrangements; guidance and advice — breeding, feeding and management of livestock, progress evaluation; breeder associations.

Fairs Program
AGR-720
Description: Information on the promotion, improvement and identification of genetically superior breeding stock. *Topics:* Financial and professional support; livestock classification.

4-H Programs
AGR-730
Description: Information on financial and professional support for the development of Canadian youth interest in agriculture through 4-H clubs. *Topics:* Shared-cost agreements; grants; public relations; club program monitoring.

Authentication of Purebred Livestock
AGR-740
Description: Information on financial and professional support for the identification, promotion and improvement of genetically superior breeding stock through the authentication of purebred livestock. *Topics:* Livestock registration authentication; livestock associations; *Livestock Pedigree Act*.

Stockyard Administration
AGR-750
Description: Information on efforts to ensure that users of designated stockyards receive or pay a price that reflects the demand for the class of livestock traded on any given day. *Topics:* Stockyard registrations; shippers, trust accounts; *Livestock and Livestock Products Act;* supervision of auction marts; consultation with industry; buyers and sellers; Dealer's Bonds.

General Development Policy Directorate

Production Development Policy Division

This Division is responsible for the provision of the policy analysis, advice and economic intelligence required for the development and implementation of the Department's agricultural development strategy.

Manuals

- *Farm Improvement Loans Act* — an act to encourage the provision of credit to farmers for the improvement and development of farms
- Guidelines for lenders — to assist lenders in the processing of loans under the *Farm Improvement Loans Act*

Classes of Records

Farm Improvement Loans
AGR-760
Description: Information on the administration of the *Farm Improvement Loans Act* to assist in meeting the credit needs of Canadian farmers. *Topics:* Loan program management — reports, claims,

remittances; guidelines; policy; borrower default analysis. *Retrievability:* Reports of loans made are filed by borrower and lending period and are machine readable.

Farm Business Management
AGR-770
Description: Information on advice and expertise to improve farm business practices and production management. *Topics:* Project identification and evaluation; production cost data; managerial and financial systems; information catalogues; technology transfer programs; production management.

Feed Freight Assistance Adjustment Fund
AGR-780
Description: Information on the Feed Freight Assistance Adjustment Funds in Ontario, Quebec and British Columbia. *Topics:* Contracts; claims; project monitoring — control and evaluation.

Inputs and Technology Analysis Division

The Division supplies economic advice and intelligence to support departmental policies and programs on purchased inputs and farming technology, notably energy research and development and initiatives to facilitate energy use adjustment.

Classes of Records

Agricultural Development Analysis and Co-ordination
AGR-840
Description: Information on a coherent national framework for agricultural development with specific reference to market orientation, research projects, and technology transfer. *Topics:* Provincial reviews (agricultural profiles); research program evaluation; transfer of technology; market development; economic and social statistics; Agricultural Development Subsidiary Agreements; program and project assessments. *Retrievability:* Files arranged by subject, program and year.

Agricultural Development Policy and Analysis
AGR-850
Description: Policy-oriented analyses of agricultural development issues. *Topics:* Farm costs and incomes; agricultural stabilization; development strategy; energy in agriculture; farm labour programs; land-use policy; farm credit policy; agricultural taxation.

Economic Intelligence
AGR-860
Description: Economic intelligence on agricultural production and inputs. *Topics:* Farm input prices; farm costs and incomes.

Management Services Directorate

Management Services Division

The Division provides co-ordination of all financial, administrative, personnel, planning and control functions emanating from the 13 responsibility centres in the Branch, as well as the administration of the Status of Women Program.

Classes of Records

Regional Offices Federal-Provincial Relations
AGR-870
Description: Information on federal-provincial ministerial and deputy ministerial conferences, preparation of briefing books for these conferences; and reports and briefs on agricultural issues of concern in the provinces. *Topics:* Provincial policy, programs and issues; liaison activities, including conferences; subagreements.

Status of Women
AGR-890
Description: Information on status of women activities related to agriculture (rural and agricultural) in Canada and abroad. *Topics:* Government policy; National Plan of Action; world programs; convention on the elimination of all forms of discrimination; rural issues; conferences, workshops and liaison activities.

Prairie Farm Rehabilitation Administration (PFRA) Branch

Prairie Farm Rehabilitation Administration (PFRA)

The Prairie Farm Rehabilitation Administration began in 1935. It provides ongoing programs and projects to conserve and develop the soil and water resources of Manitoba, Saskatchewan and Alberta. These activities are designed to develop and promote improved systems of farm practice, tree culture, water supply and land use that will result in greater economic security for residents of the areas. PFRA is also responsible for the administration of the Agricultural Service Centres Program for the development of water supply and sewage disposal systems in selected prairie communities and the implementation aspects of the Canada-Manitoba and Canada-Saskatchewan Interim Subsidiary Agreements on Water for Regional Economic Expansion and Drought Proofing.

Manuals

- PFRA Policy and Procedure Manual
- Construction Services Field Manual
- Technical Notes/Guidelines, Rural Water Works
- Surveying Standards Manual — Soil and Water Conservation
- PFRA Field Manual, Volumes I, II, III
- Soil and Water Conservation Branch Drafting Standards
- Range Analysis Survey Manual
- Hydraulic Engineering Technical Design Bulletins — Volumes 1-13
- Procedures Manual for Construction Spillway, Rating Curves Drop Inlet Spillway, Hood Inlet Spillway, Earth Spillway
- Drafting Standards Manual — Design Division
- Drilling Guides — 1981
- Quality Control Guides — 1981
- Instruction Guides — 1981
- Tentative PFRA Test Installation Manual — July 1955
- Five Procedures of Test on Concrete and Construction Materials as performed in the PFRA Geotechnical Laboratory, 1980
- PFRA Procedures for Laboratory Testing of PVC Water Stop — 1983
- Procedures for Soil Mechanics Laboratory Tests and River Sediment Laboratory Tests — 1982
- Recommended Test Procedures for the Determination of the Residual Shear Strength of Soils by Repeated Shear Reversals on the Clockhouse K13 Direct Shear Machine 1977 (under revision)
- A Modified Unified Soil Classification System as used by PFRA — 1966
- Classification of Shales by Means of the Laboratory Wetting and Drying Test — 1970
- PFRA Soil Mechanics and Concrete Refresher Course — 1953 (revised 1979)
- Report of the PFRA Dam Safety Committee — 1980
- Drafting Standards Manual — Geotechnical Division
- Preparation and Publication of Reports — 1969

- Hydrology Report 104 — Determination of Gross and Effective Drainage Areas in the Prairie Provinces — May 1983
- Hydrology Report 95 — Report on Determination of River Distances for the Saskatchewan-Nelson River Basin — September 1980
- Hydrology Report 92 — Report on Median Annual Unit Runoff for the Prairie Provinces — October 1978
- Statistical Estimates of Precipitation Extremes for the Prairie Provinces — April 1965
- Statistical Estimates of Probable Maximum Rainfall in the Prairie Provinces — January 1964
- Precipitation and Evaporation Tables (1911-1981) — February 1982
- Guidelines Describing Hydrogeologic Studies for Development of Ground-Water Supplies
- Construction Contracts Administration (under revision)
- A Guide to Contracting and Tendering Practices for PFRA Construction Contracts (under revision)
- PFRA Design Manual
- Water Subagreement Implementation Manual

Classes of Records

Agricultural Service Centres Agreements (ASCA) Program
AGR-1020
Description: Information relating to the provision of financial and technical assistance for the construction of municipal water and sewer facilities in designated communities in the prairie provinces. *Topics:* Policy; agreements; financial planning; implementation committee; loan amortization reports; individual project files; individual service, supply and construction contract file related to each individual project file.

Land-Use Program — Community Pastures
AGR-1030
Description: Information relating to the operation and administration of PFRA community pastures, the conservation of land resources, the reduction of the impact of drought, the stabilization of western beef breeding herds, the improvement in the quality of beef cattle and the provision of supplemental grazing for farmers. *Topics:* Pasture agreements; agreements; community pastures on Indian reserves and in the Northwest Territories; cattle brands; pasture breeding services; wildlife control; control of pests by the application of pesticides and herbicides; animal health; land purchase program; pasture improvements; ecology and preservation of grasslands; land development program; dugout excavation and dugout enlargement; grazing applications and allotment notices; individual service, supply and construction contract files related to each individual project file.

Water Development Program
AGR-1040
Description: Information relating to the provision of financial and technical assistance to individuals and communities for the development of water and land resources; the establishment of on-farm and community water supplies, including dugouts, stockwatering dams and irrigation schemes as well as farm wells; and the provision and distribution of tree seedlings and cuttings to farmers and government agencies. *Topics:* Community Wells Program, agreements; dugouts and small dams; irrigation; submissions for community projects; farm well program; individual project files; applications for water development grants.

Engineering Services Projects
AGR-1050
Description: Information relating to the investigation, planning, design, construction and maintenance of various works pertaining to water development, irrigation and infrastructure programs in the prairie provinces; and the provision of technical assistance to other federal departments and provincial governments with respect to water resource planning and management. *Topics:* Agreements; Community Wells Program; irrigation; drainage and flood control; dam maintenance; engineering assistance; safety inspection and investigation; individual project files; individual service, supply and construction contracts related to each individual project file.

South Saskatchewan River Project
AGR-1060
Description: Information on the construction, operation and maintenance of the Gardiner and Qu'Appelle River Dams forming Lake Diefenbaker in accordance with an agreement between Canada and Saskatchewan dated July 25, 1958. *Topics:* Policy; agreement; damage claims and adjustments; educational arrangements; photography; publicity; inaugural ceremonies; water analysis; buildings and lands; equipment; finances; personnel; development boards; contracts; dams and reservoirs; irrigation; power facilities; recreational facilities; reports on climate, economics, engineering, power, soils and recreational features.

Southwest Saskatchewan Irrigation Projects
AGR-1070
Description: Information on the construction of 27 water storage reservoir and 6 irrigation projects in southwest Saskatchewan. Four of the reservoirs have been turned over to the province while the remainder continue to be maintained and operated by PFRA. The irrigation projects are located at Consul, Eastend, Maple Creek, Rush Lake, Val Marie and West Val Marie. *Topics:* Assignments and agreement for sale of land; letters patent; drainage; leases; application for land; spring runoff records; land levelling; letters to debtors; individual project files; individual construction contract files related to the project files.

Alberta Irrigation Rehabilitation Program
AGR-1080
Description: Information on the Alberta Irrigation Rehabilitation Agreement of 1973 providing for the transfer to Alberta of Canada's interest in the St. Mary and Bow River irrigation projects and for financial contributions by Canada for the rehabilitation of irrigation works in Alberta. *Topics:* Implementation Board; agreements; finance; drainage; irrigable areas; land; individual project files; individual service, supply and construction contracts related to each individual project file.

Assiniboine River Diking Program
AGR-1090
Description: Information relating to the construction of a system consisting of about 160 km of dikes to control flooding along the Assiniboine River between Portage la Prairie and Winnipeg and the operation and maintenance of these dikes. *Topics:* Advisory Board agendas and minutes of meetings; Property and Land Committee of the Advisory Board; Saskatchewan Lands Tripartite Committee of the Advisory Board; Cost Sharing Committee of the Advisory Board; land; individual service, supply and construction contract files.

Demonstration Farm
AGR-1100
Description: Information relating to the operation of the Demonstration Farm at Outlook, Saskatchewan, which is a focal point within the South Saskatchewan River Irrigation Project and where management techniques can be evaluated for a wide range of new and established crops. It provides specialized information to the agricultural industry on irrigation, drainage, special crops, fertilizers, weed control and special equipment. *Topics:* Vegetable Project Committee; reports on various crops; land.

Tree Nursery Program
AGR-1110
Description: Information relating to the operation of the Tree Nursery at Indian Head, Saskatchewan, established in 1902 by the Department of the Interior and transferred to PFRA in 1963. The program involves the production and distribution of tree seedlings for farmstead and field shelterbelt plantings throughout the prairie provinces. *Topics:* Water supply; roads and utilities; irrigation; buildings; landscaping; domestic water agreement with the Town of Indian Heads Land; shelterbelts; tree distribution policy.

Interim Subsidiary Agreements (ISA)
AGR-1120
Description: Information relating to the provision of financial and technical assistance for drought proofing and sensitivity studies, investigation and implementation of water supply projects, and flood damage reduction studies in Manitoba and Saskatchewan. *Topics:* Policy; agreements; finance; boards and committees; individual project files; individual service, supply and construction contract files related to each individual project.

Soil Conservation Programs
AGR-1130
Description: Information relating to the analyses and discussions of land degradation issues on the Canadian Prairies, together with activities established to deal with such problems at the farm level. *Topics:* Pilot project reports; soil conservation committees; Dryland Salinity Control Association; individual project files; letters to government agencies and farm organizations; conservation workshops.

Canadian Grain Commission

The Canadian Grain Commission administers the *Canada Grain Act* through the recommendation and implementation of grading standards for grain, the licensing of grain elevators, the inspection and weighing of grain, the economic and statistical monitoring of grain handling and storage systems, research into the quality of cereal grains and oilseeds, and supervision of grain futures exchanges.

Manuals

- Grain Inspector's Manual — guide for the inspection of grains, as well as storage and transportation requirements
- Official Grain Grading Guide — describes standard grading methods and provides detailed information on the interpretation of the official grade definitions
- Official Grain Sampling Manual — explains the requirements for the selection and identification of official grain samples
- Stored Grain Pests — describes the types of insects that infest grains and methods of pest control for stored grains
- Handbook on Varietal Identification by Kernel Characters, Barley, Wheat and Small Oilseeds — guide for the identification of threshed grain samples of varieties of barley, wheat and types of small oilseeds commonly grown in Western Canada
- Grain Grading Handbooks for Eastern Canada and for Western Canada — describe quality criteria for the grading of grains

Classes of Records

Grain Inspection Operations
CGC-10
Description: Information on the inspection and grading of samples of grain and grain screenings obtained by Commission employees or submitted by members of the grain industry under the *Canada Grain Act* or Canada Grain Regulations. *Topics:* Grades of samples submitted; grades of terminal elevator receipts; special treatment of grain in terminal elevators; elevator inspections and infestation control; grain shipments from terminal and transfer elevators; primary and export standard samples; reinspections. *Retrievability:* The files are located in Winnipeg and in district offices.

Economics and Statistics Operations
CGC-20
Description: Economic and statistical information on grain handling and storage, the auditing of elevator operations, and the control of licensing and insuring of elevators under the *Canada Grain Act*. *Topics:* Grain handling and storage statistics for licensed elevators; audits of operations of terminal and transfer elevators; licensing of elevators, insurance and guarantee bond; grain inspected and weighed at terminal elevators; individual grain transactions at terminal elevators; prices received by western producers; policy analysis and recommendations. *Retrievability:* Records are located in Winnipeg.

Grain Research
CGC-30
Description: Information on the quality of cereal grains and oilseeds. *Topics:* Inquiries, consultations, advice and reports; quality assessment of new crops; grain cargo composite monitoring; evaluation of new varieties; protein testing; scientific testing of cereals and oilseeds; research in cereal and oilseed chemistry; moisture meter standardization; evaluation and development of new testing methods. *Retrievability:* Records are located at the Winnipeg office.

Weighing of Grain
CGC-40
Description: Information on the supervision of grain weighing at terminal and transfer elevators to ensure adherence to the provisions of the *Canada Grain Act* and Regulations. *Topics:* Weighing exception reports; scale equipment inspection; weigh-over of elevator stocks for audit; investigation of complaints related to weight; weighing facilities — planning and control. *Retrievability:* Records are located at Winnipeg and at district offices.

Policy Development and Co-ordination
CGC-50
Description: Information on the administration of the *Canada Grain Act* and the *Grain Futures Act;* issuing of regulations and orders; advising the Minister on matters relating to grain handling; collection of revenues; and co-ordination of functions of all divisions within the Canadian Grain Commission. *Topics:* Operations audit of grain handling in Canada; *Canada Grain Act* and Regulations; *Grain Futures Act* and Regulations; Canadian Grain Commission orders and directives to the grain trade; collection of revenue; financial statement (machine readable); supervision of grain futures trading; Grain Appeal Tribunal; Canadian government elevators (privatized 1979-81). *Retrievability:* Records located in Winnipeg; operations audit at regional offices; and Canadian Government Elevator files at Public Archives.

Agricultural Products Board

The Agricultural Products Board serves to ensure a ready supply of food products for consumers and help producers to achieve stable income through direct participation in the marketplace. The Board is empowered to buy, sell or import agricultural products and to store, transport and process products under the provisions of the *Agricultural Products Board Act*.

Classes of Records

Agricultural Products Transaction
APB-10
Description: Information on agricultural product transactions under the provisions of the *Agricultural Products Board Act*. *Topics:* Purchase and sale agreements; processing, storage and transportation of agricultural products; foreign assistance programs. *Retrievability:* Files arranged by commodity, year and procedure.

Agricultural Stabilization Board

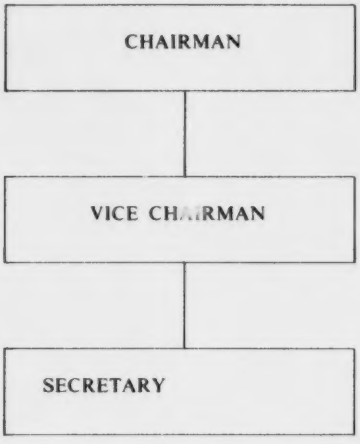
The Agricultural Stabilization Board helps the agriculture industry to realize fair returns for its labour and investment by means of price support payments for agriculture commodities under the provisions of the *Agricultural Stabilization Act*.

Classes of Records

Commodity Price Support Programs
ASB-10
Description: Information on support prices for agricultural products under the provisions of the *Agricultural Stabilization Act* and details of payment programs. *Topics:* Support price (related data, correspondence, reports, producer costs, market return statistics); payment program (deficiency payments, eligibility criteria).

Subsidy Claims and Payments
ASB-20
Description: Information on claims for subsidies from individual producers.

Anti-dumping Tribunal



- Case Files
- Legislative Files

ACCESS TO INFORMATION
CO-ORDINATOR
ANTI-DUMPING TRIBUNAL
19TH FLOOR, JOURNAL TOWER SOUTH
365 LAURIER STREET WEST
OTTAWA, ONTARIO
K1A 0G5

Background

The Anti-dumping Tribunal derives its authority from the *Anti-dumping Act* and subsequent amendments to it. The Act came into force on January 1, 1969. The *Anti-dumping Act* and Countervailing Duty Regulations of March 1977 provide a mechanism for the protection of Canadian producers from unfair competition from dumped, subsidized or low-cost imports that cause material injury to an established Canadian industry or threaten to retard the establishment of a new industry in Canada.

Anti-dumping or countervailing procedures usually start with a complaint by a Canadian manufacturer to the Deputy Minister of National Revenue (Customs and Excise), who is responsible for initiating an investigation to determine if imports are dumped or subsidized and injurious to a domestic industry. If the Deputy Minister determines as a result of the investigation that dumping or subsidization exists, then the matter is referred to the Anti-dumping Tribunal to determine the existence of material injury or retardation of the establishment of an industry in Canada.

Overall Responsibilities

The Tribunal, a quasi-judicial body, conducts formal inquiries by notifying interested parties, requesting briefs or submissions and holding hearings at which evidence is adduced and arguments made by interested parties on the question of injury to a domestic industry. The Tribunal normally has 90 days to reach a decision.

Findings of material injury issued by the Tribunal give rise to the imposition by National Revenue (Customs and Excise) of anti-dumping duties (or countervailing duties upon agreement by the Governor-in-Council). The Tribunal periodically revises its prior findings of material injury, sometimes formally through hearings, to determine if the findings should be maintained, rescinded or modified. The Tribunal may be required to give advice on the question of the existence of material injury prior to the issuance of a preliminary determination by the Deputy Minister. In addition, the legislation also empowers the Tribunal to inquire into and report, at the request of the Governor-in-Council, of the impact on an industry on other imports (e.g., low-cost imports).

The *Anti-dumping Act* will be repealed in the near future and be replaced by *The Special Import Measures Act*. The Special Import Measures Act was passed by both Houses of Parliament and received Royal Assent on June 30, 1984. The Act is expected to come into effect in late 1984 by proclamation, the date of which at the time of writing has not been set. The Act was designed to modernize and streamline Canada's laws dealing with imports injurious to Canadian production, and provide a broader mandate for the Tribunal which will be renamed The Canadian Import Tribunal.

Section 29(3) of the Act imposes an obligation on the tribunal to maintain confidential, any evidence or information that is by its nature confidential. As a result, all information on record of a case is classified as either public or confidential. Only authorized counsel, upon giving a formal undertaking of confidentiality, have access to confidential information, and only during the course of the inquiry.

Access Procedures

Please address all requests for formal access to

Assistant Secretary
Anti-dumping Tribunal
19th floor — Journal Tower South
365 Laurier Avenue West
Ottawa, Ontario
K1A 0G5
Telephone: (613) 993-4601

Manuals

- Anti-dumping Rules of Procedure

Classes of Records

Case Files
AT-10
Description: These case files contain marketing and financial information from Canadian manufacturers and importers. *Topics:* Inquiries conducted under Section 16 of the *Anti-dumping Act;* Reviews of Tribunal findings, conducted under Section 31 of the Act; appeals filed under Section 28 of the *Federal Court Act* on specific tribunal findings; Governor-in-Council orders conducted under Section 16.1 of the Act.

Legislative Files
AT-20
Description: Files on different legislation, such as the GATT agreement, the U.S. anti-dumping laws, European anti-dumping laws.

Background

The Council was established in 1969 as an independent advisory body to the Minister of Regional Economic Expansion. As set out in the *Department of Regional Economic Expansion Act,* its function is to advise the Minister on matters to which his duties, powers and functions extend in the Atlantic Region of Canada. The Atlantic Development Council was disbanded in the fall of 1983.

Overall Responsibilities

Specifically, the Act authorizes the Council to give consideration and make reports and recommendations on

- plans, programs and proposals for fostering the economic expansion and social adjustment of the Atlantic Region;
- the feasibility of particular programs and projects and the contribution those programs and projects will make to the economic expansion and social adjustment of the Atlantic Region; and
- such other matters, related to the duties and functions of the Minister under this Act on behalf of the Atlantic region, as the Minister may refer to the Council for its consideration.

Organization

The Act provides for the appointment by the Governor-in-Council of not more than 11 members: three from each of Newfoundland, Nova Scotia and New Brunswick; one from Prince Edward Island, and a chairman. These members are chosen so as to reflect the economic structure of the region, and they serve without financial remuneration. The Council is required to meet at least twice a year. It is served by a staff of up to ten public servants, headed by an executive director. The Council Office is located in St. John's, Newfoundland.

Publications

- A Strategy for the Economic Development of the Atlantic Region, 1971-1981, January 1971
- Manufacturing Opportunities in the Province of Newfoundland and Labrador by R. E. Grose, 1971
- Fundy Vacation Trail — A Preliminary Engineering Cost Report by Department of Public Works, Atlantic Region, November 1971
- Seminar on Term Lending, University of New Brunswick, Fredericton, New Brunswick, March 1971
- Prospects for Development, P.E.I. A Report on Manufacturing and Processing Opportunities in Prince Edward Island by R. E. Grose, 1973
- The Atlantic Provinces: Protection and Free Trade by John F. Earle, 1973
- Regional Development Incentives Program, Atlantic Region, May 1976
- The Atlantic Region of Canada — Economic Development Strategy for the Eighties, November 1978
- The Atlantic Region of Canada — Economic Development Strategy for the Eighties, Summary, November 1978

Access Procedures

Records of the Atlantic Development Council have been transferred to

Public Archives
Federal Records Centre at Halifax
2 Morris Drive
Dartmouth, Nova Scotia
B3B 1K8
Telephone: (902) 426-5940

Classes of Records

Atlantic Development
ADCC-10
Description: Information on federal programs and projects in the Atlantic Region. *Topics:* Development projects, organizations, and economic conditions in the four Atlantic Provinces; Council meetings; preparation and publication of Council reports; general administration.

Atlantic Pilotage Authority

OPERATIONS DIVISION

- Pilotage Services
- Tariffs

ACCESS TO INFORMATION
CO–ORDINATOR
ATLANTIC PILOTAGE AUTHORITY
SUITE 1203
BANK OF MONTREAL TOWER
5151 GEORGE STREET
HALIFAX, NOVA SCOTIA
B3J 1M5

Background

As a result of recommendations made by the Royal Commission on Pilotage in Canada, the *Pilotage Act* was assented to by Her Majesty and the Governor General in Council and proclaimed on February 1, 1972. The Act created pilotage regions with specific Authorities, thereby replacing a large number of local pilotage districts. The four pilotage authorities — Atlantic, Laurentian, Great Lakes and Pacific — are Crown corporations, responsible to Parliament through the Minister of Transport.

The Atlantic Pilotage Authority was incorporated as a Schedule D Crown corporation within the meaning and purpose of the *Financial Administration Act*.

Laws and Regulations

- Canada Shipping Act
- Pilotage Act
- General Pilotage Regulations
- Atlantic Pilotage Regulations
- Authority By-Laws

Overall Responsibilities

The role of the Authority is to establish, operate, maintain and administer in the interest of safety, an efficient and economic pilotage service within its geographic boundaries — all coastal waters in the Atlantic Region. As a further goal, the Authority prescribes tariffs for pilotage charges that are to be fair, responsible and consistent with providing sufficient revenues to permit the Authority to operate on a self-sustaining financial basis.

Access Procedures

All formal requests under the *Access to Information Act* should be directed to:

Access to Information Co-ordinator
Atlantic Pilotage Authority
Suite 1203
Bank of Montreal Tower
5151 George Street
Halifax, Nova Scotia
B3J 1M5
Telephone: (902) 426-2550

Administration Division

The purpose of this division is to provide administrative and financial services as required to operate within accepted corporate business procedures.

Manuals

- Accounting Procedures
- Administrative Directives
- Pilotage Tariffs

Operations Division

The responsibility of this division is to provide pilotage services by assigning and dispatching qualified pilots to ships navigating within the boundaries of the Atlantic Pilotage Authority.

Manuals

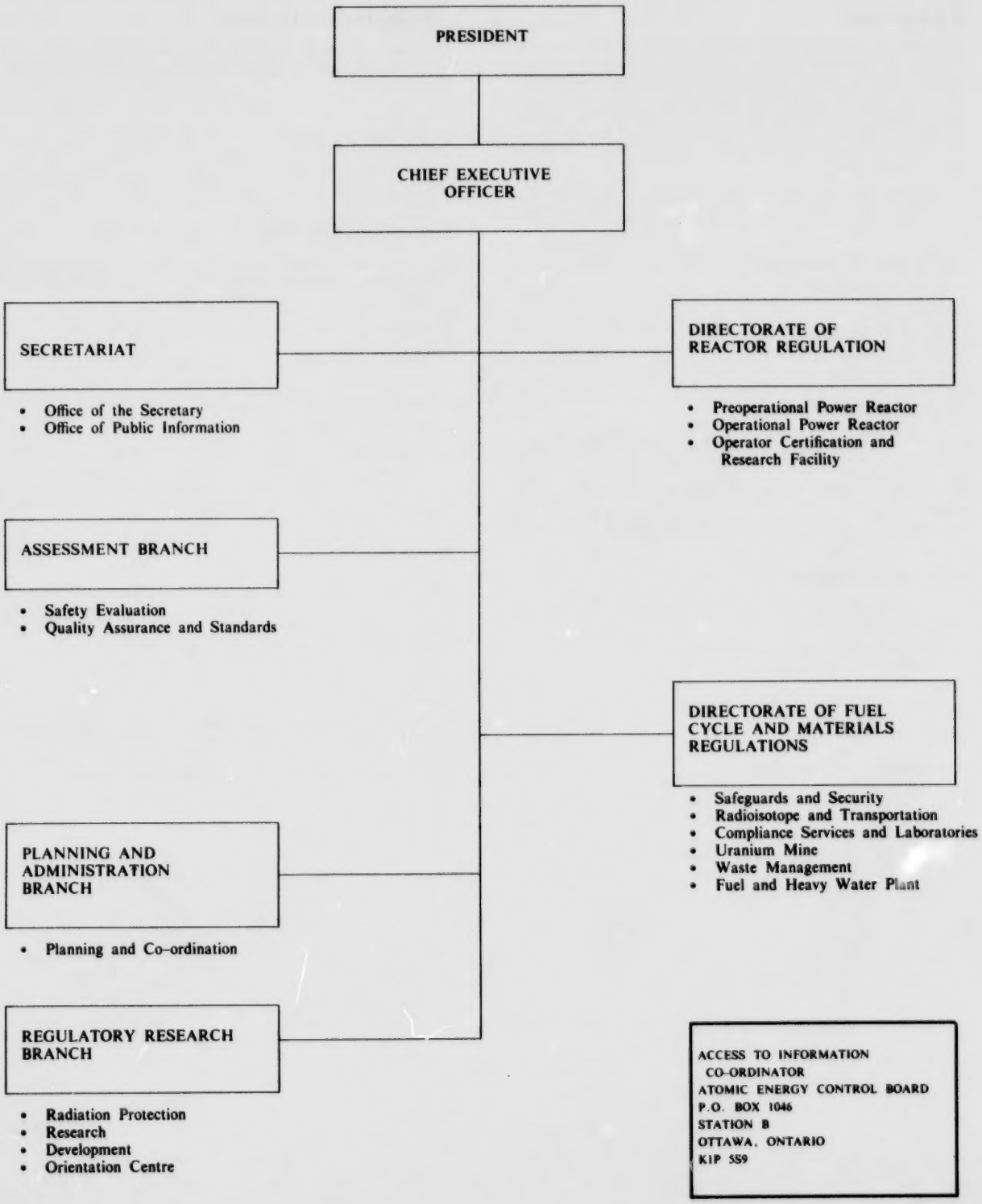
- Collective Agreements
- Working Rules
- Accident Reports and Investigations
- Pilot Licence Register
- Service Contracts
- Dispatching Procedures

Classes of Records

Pilotage Services
APA-10
Description: Information on the provision of pilotage services within the Atlantic region. *Topics:* Dispatching records; pilotage licenses; tariff charges; assignments of pilots to vessels; accident reports; collective agreements; international shipping affairs.

Tariffs
APA-20
Description: Information on the setting of tariffs for the provision of pilotage services; also the conduct and results of negotiations concerning the setting of tariffs in various districts throughout the region as well as results of Canadian Transport Commission hearings.

Atomic Energy Control Board



Background

The Atomic Energy Control Board (AECB) was established in 1946 by the *Atomic Energy Control Act*. It is the federal regulatory agency responsible for the control of health, safety, and national and international security aspects of prescribed atomic energy substances and items, and nuclear facilities. The board reports to Parliament through a designated minister and is a departmental corporation within the meaning and purpose of the *Financial Administration Act*.

Laws and Regulations

- Atomic Energy Control Act, RSC 1970, c.A19
- Nuclear Liability Act, RSC 1970, c.29 (1st supplement)

Overall Responsibilities

The board controls the development, application and use of atomic energy, both through the authority of the act and through regulations approved by the Governor in Council. It operates a comprehensive licensing system that covers all dealings in prescribed atomic energy substances and items, to assure that such substances and items are used with proper consideration for health and safety as well as national and international security. The board's licensing system is administered with the co-operation of other federal and provincial government departments concerned with health, the environment, transportation and labour, which have similar or relevant responsibilities.

Organization

The board consists of five members. One of these members is appointed President and Chief Executive Officer and is the only full-time member. The President of the National Research Council of Canada is an *ex officio* member. The three remaining members are chosen from business and professional fields related to nuclear energy.

Reporting to the president of the board are the Secretariat, the Directorates of Reactor Regulation, and Fuel Cycle and Materials Regulation, and the branches of Regulatory Research, and Planning and Administration. The Orientation Centre, while not a part of the board staff organization, also reports to the president.

The organization is augmented by two internal committees: a Management Committee, which provides advice to the president on administrative and operational matters and acts for the president during his absence or vacancy; and a Policy Advisory Committee, which develops and presents policy recommendations to the president.

The board's Head Office is located in Ottawa where the majority of staff are stationed. There presently exist two regional offices, one in Mississauga, Ontario and one in Calgary, Alberta. These two offices are staffed by compliance inspectors who perform licensee inspections in southern Ontario and western Canada, respectively. A third office was opened in Montreal this year, to serve the Quebec and eastern Canada regions.

The AECB also has staff members located at nuclear reactor sites and in the Elliot Lake, Ontario, mining area. The prime role is to carry out inspections and maintain surveillance over the licensed facilities in these locations.

General Information

Requests for technical information, and enquiries concerning the AECB's role, organization, programs and services may be addressed to the AECB Office of Public Information. (Addresses and telephone numbers are listed below.)

The AECB also has a public documents room at head office where documents related to licensing may be viewed by the public. Library services are also available.

The Office of Public Information issues annually a publications catalogue available to the public free of charge, which lists all technical reports, papers, speeches, regulatory documents, news releases, information bulletins, notices and miscellaneous documents published by the AECB in the past five years. Most AECB publications are free.

Please direct all requests or telephone calls to:

Head Office

Atomic Energy Control Board
270 Albert Street
P.O. Box 1046
Station 'B'
Ottawa, Ontario
K1P 5S9
Telephone: (613) 995-6941

Southern Ont. o Regional Office

Atomic Energy Control Board
33 City Centre Drive
Suite 351
Mississauga, Ontario
L5B 2N5
Telephone: (416) 270-0185

Western Regional Office

Atomic Energy Control Board
Government of Canada Building
Suite 850
220-4th Avenue S.E.
Calgary, Alberta
T2P 3C3
Telephone: (403) 231-5181

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Atomic Energy Control Board
P.O. Box 1046
Station 'B'
Ottawa, Ontario
K1P 5S9
Telephone: (613) 995-5909

Secretariat

The secretariat embraces the functions of the secretary to the board, relations with the office of its designated minister, parliamentary committees and enquiries, the Office of Public Information, and three advisers to the board for medical, science and special matters. Two other advisers, Legal and Official Languages, report directly to the president.

Office of the Secretary

The board secretary's main function is to provide liaison between board members and AECB staff. The secretary's duties include organizing and administering board meetings and taking appropriate follow-up action, managing the system of staff documents presented to the board, and conducting the correspondence of the board. The secretary also maintains a record of all business transactions by the board, maintains communication and co-ordination among board members, and carries out other duties as assigned by the board or the president.

Manuals

- AECB Staff Briefing Book

- AECB Organizational Structure and Functions Manual
- AECB Policy Compendium (in-house use only — public version in preparation)
- Nuclear Liability Operations Manual (in preparation)

Classes of Records

Organization and Functions
AECB-10
Description: Information on board activities. *Topics:* Organization of the board; appointments; significant development reports; meetings of internal heads of directorates or sections; annual reports; Policy and Practices Manual; Administrative Policy and Procedures Manual; and minister's briefings.

Committees
AECB-20
Description: Information on various AECB Committees. *Topics:* AECB Advisory Committee; sub-committees on tailings, fault tree methods, radiological protection; nuclear safety and AECL committees on the technical aspects of the NPD reactor; Nuclear Safety Advisory Committee; Chalk River Nuclear Laboratory (CRNL) Nuclear Criticality Safety Panel; Whiteshell Nuclear Research Establishment (WNRE) Nuclear Criticality Safety Panel; and AECL Emergency Response Transportation Study.

Fusion
AECB-30
Description: Information on direct AECB participation in the research and development of fusion as an alternate energy source by making its expertise in the fuel cycle process available to other organizations dealing with fusion.

Office of Public Information

The office is responsible for responding to requests from outside contacts for technical or other information, and for informing the public of significant matters through the news media and other communication vehicles. Mailing lists are maintained for the distribution of news releases, the Annual Report, consultative documents and the Publications Catalogue. The office is also the AECB's publisher and contact for all free documentation. The Language Service unit within the office facilitates service to the public in French-language printed matter.

Classes of Records

Public Information
AECB-40
Description: Information requests; Federal Identity Program; programs; policies and procedures; projects and publications; editorial services; translation and revision.

Committees
AECB-50
Description: Information on actions, proposals and recommendations of the Advisory Committee on Radiological Protection (ACRP) and the Advisory Committee on Nuclear Safety (ACNS). *Topics:* Risk estimates; licensing guides.

Directorate of Reactor Regulation

This directorate has the prime responsibility for the regulation of power and research reactors and accelerators. It evaluates applications for licences against the safety standards and requirements that the AECB has set and grants licences and monitors licensee operations to ensure compliance with board regulations and requirements at all times. It also conducts examinations for reactor operators and provides specialist input into the review of all nuclear facilities.

Pre-operational Power Reactor Division

This division ensures that the design, construction and commissioning of power reactor facilities are carried out in a manner consistent with accepted national and international standards of safety. It also assesses and licenses all nuclear facilities for the generation of electricity or steam in Canada.

Operational Power Reactor Division

This division ensures that the operation of power reactor facilities is conducted in a manner consistent with national and international standards of safety, and that the radiological impact of these facilities upon operators, the public, and the environment is as low as is reasonably achievable. In addition, it monitors all nuclear facilities for the generation of electricity or steam in Canada or, when directed by the board, located in Canadian waters.

Note: The preceding two divisions share the basic set of records listed below.

Classes of Records

Reactors – General
AECB-60
Description: General information on the operation of reactor facilities.

Licensing
AECB-70
Description: Information on licensing of the reactor and its site by the AECB.

Radiation Protection
AECB-80
Description: Information on radiation protection for workers, public and environment affected by reactor facilities.

Inspections
AECB-90
Description: Information on regular inspections of reactors in service, scheduling of up and down time and computer codes used in operation. *Topics:* Reactor-in-service inspections; materials; ferrous and non-ferrous metals, corrosion; wear and welding.

Steam Rebuild Programs
AECB-100
Description: Information on improvements of original deficient steam generators in some of the reactors. *Topics:* 600 MW, 500 MW(e), and 850 MW steam generator rebuild programs.

Domestic Reactors
AECB-110
Description: Information on the reactors currently in use in Canada. *Topics:* Licence of the facility; fuel; operation; reactor operators; accountability and operational procedures; AECB officers; significant events and incident reports; systems and equipment, proposed changes approved; proposed changes for information; radiological protection; emergency procedures; safeguards; in-service inspections and quality assurance.

Atomic Energy of Canada Limited (AECL)
AECB-120
Description: Information on research reactor facilities administered by Atomic Energy of Canada Limited. *Topics:* Reactors – NRX, ZEEP, NRU, ZED 2, Whiteshell, Slowpoke.

Foreign and Marine Reactors
AECB-130
Description: Reactors in the U.S.; Marine reactors; foreign reactors outside the U.S.

Operator Certification and Research Facility Division

This division ensures that staff certified for AECB-authorized positions at licensed nuclear facilities possess the necessary knowledge and training to perform their role in the operation of the facilities safely. It also ensures that the design, construction, commissioning and operation of research, reactor and accelerator facilities meet accepted international standards of safety, and that the radiological impact of these facilities upon operators, the public and environment is as low as is reasonably achievable.

Classes of Records

Reactor Operating Training
AECB-140
Description: Information on the training and examination of reactor operators according to AECB standards. *Topics:* Reactor Operating Training; Ontario Hydro, Hydro-Quebec, New Brunswick Electric Power Commission.

Particle Accelerators
AECB-150
Description: General information on particle accelerators. *Topics:* Courses and seminars; standards and guidelines; technical information; and relations with Health and Welfare Canada.

Accelerator Facilities
AECB-160
Description: Information on the 44 licensed accelerator and particle accelerator facilities in Canada. *Topics:* Main facility; neutron generator; drawings; safety reports; cyclotron; Tandem and Van de Graaff; Linac; Betatron.

Reactor Personnel
AECB-170
Description: Information on the training and examination of all reactor personnel.

Assessment Branch

The branch carries out the detailed assessment of licensing information and provides technical and scientific advice in support of board activities, with particular emphasis on safety assessment and radiological protection of nuclear facilities and prescribed substances. It comprises two divisions: Safety Evaluation and Quality Assurance and Standards.

Safety Evaluation Division

This division carries out the detailed scientific and engineering assessments of nuclear facilities and prescribed substances in Canada, or under Canadian control, from the design stage through construction, operation and de-commissioning. It also assists in the development of requirements for safety and licensing of nuclear facilities.

Classes of Records

Reactor Safety
AECB-180
Description: Information on the development of safety requirements for nuclear facilities. *Topics:* Siting guides; reactor safety criteria.

Reactor Codes and Standards
AECB-190
Description: Quality assurance codes and standards used in the design of nuclear facilities. *Topics:* Components; inspections; quality control; reliability and maintainability of concrete containment structures; protective systems and instrumentation; and seismic design requirements for CANDU.

Computer Codes
AECB-200
Description: Information on computer codes used in reactor operations. *Topics:* Atmospheric dispersion; reactor physics; thermal hydraulics; fuel behaviour; containment.

Heavy Water Plants
AECB-210
Description: Information on the safety assessment of design and operation of heavy water plants.

Quality Assurance and Standards Division

This division ensures the establishment and implementation of reactor quality assurance and standards programs, and the regulatory control of pressure-retaining components.

Classes of Records

Quality Assurance
AECB-220
Description: Information on the overall design quality of nuclear facilities. *Topics:* Standards; manufacturers; manufacturer quality assurance programs.

Associations, Societies and Institutions
AECB-230
Description: Information on professional organizations with which the AECB consults on matters related to nuclear energy. *Topics:* Standards-writing organizations - Canadian Standards Association, Canadian Nuclear Association, International Atomic Energy Agency.

Directorate of Fuel Cycle and Materials Regulations

The directorate is responsible for evaluating applications for licences, licensing, and compliance monitoring of: uranium mines, refineries and conversion plants, nuclear fuel fabrication plants, heavy water plants, radioactive waste management facilities, and the use of radioisotopes. It also implements domestic and international nuclear materials safeguards programs.

Safeguards and Security Division

This division controls the import, export, production and use of prescribed substances, items and technology in order to ensure the implementation of Canada's policies on the non-proliferation of nuclear weapons or other nuclear explosive devices. It also provides the major technical input in the formulation and implementation of nuclear policy, provides advice and implements policies on heavy water and uranium, and ensures that an acceptable level of physical security is provided for nuclear materials, technology and facilities.

Classes of Records

Foreign Governments
AECB-240
Description: Information on all foreign governments with which Canada has been or is involved in the atomic or nuclear field. *Topics:* International nuclear safeguards; export-import controls; atomic

energy research; exchanges of information; various reports dealing with the preceding subjects from foreign countries.

Prescribed Equipment
AECB-250
Description: Information on general export control of prescribed equipment, such as nuclear reactors, fuel processing facilities, heavy water plants and nuclear accelerators.

Canadian Uranium Policy
AECB-260
Description: The Canadian uranium policy on exports, anti-trust matters and nuclear energy.

International Organizations
AECB-270
Description: Information on international organizations in the nuclear energy field. *Topics:* International safeguards; export-import control; technical reports and reviews on nuclear reactors; safeguards; quality assurance; radioactive waste management; nuclear fuel development; international organizations – International Energy Agency, European Economic Community, International Atomic Energy Agency, Nuclear Energy Agency, and the Scientific Advisory Committee of the International Atomic Energy Agency.

Security
AECB-280
Description: Information on the physical security of nuclear facilities and personnel.

United Nations Disarmament Commission
AECB-290
Description: Information on the U.N. Non-proliferation Treaty on Nuclear Weapons, international safeguards, international agreements and various United Nations committees on nuclear energy.

Safeguards
AECB-300
Description: Policies and measures for the non-proliferation of nuclear energy. *Topics:* Domestic and international safeguards; costs; reference documents; instrumentation; inspection procedures; accountability; visits and inventories of nuclear facilities in Canada; safeguards inspectors; special studies on accountability for highly enriched uranium and non-destructive measurement devices.

Radioisotope and Transportation Division

This division develops and administers provisions for the protection of workers and the public from radiological hazards arising from the use of radioisotopes and the transportation of radioactive materials in Canada. It also issues licences for the use and importation of radioisotopes, and certificates for transportation packages.

Classes of Records

Prescribed Substances
AECB-310
Description: Information on prescribed substances, which are defined as radioactive isotopes of all elements and any substances containing such isotopes which are designated as capable of releasing atomic energy. The AECB maintains files on all licensed users and producers of radioisotopes in Canada. *Topics:* Use; exports; policies; health precautions.

Transportation
AECB-320
Description: Policies, regulations and practices for the safe handling and transportation of radioactive materials in Canada and abroad. *Topics:* Shipping regulations; labelling requirements for radioisotopes; transportation of radioactive waste; liability insurance; regulations for all modes of transportation – air, road, rail and marine; certificates; Canada Post Corporation; emergency procedures; accidents and standards; transportation of nuclear materials to and from foreign countries; endorsements from foreign countries for shipping containers; technical aspects of shipping, containers and testing programs.

Nuclear Devices
AECB-330
Description: Information on manufacturers of nuclear devices. *Topics:* Luminous devices; watches; exit signs; cardiac pacemakers; smoke detectors; therapy units; static eliminators.

Atomic Energy of Canada Limited – Licensing
AECB-340
Description: General licensing information on AECL facilities and appropriate internal companies.

Compliance Services and Laboratories Division

This division carries out inspections and investigations to verify that the terms of licences and regulatory requirements are being met. Where they are not met, it provides the information necessary to facilitate action by the licensee, or takes immediate corrective action as provided for in the regulations.

Classes of Records

Prescribed Substances – Accidents, Unauthorized Uses
AECB-350
Description: Information on situations where possible risk to workers and the public is caused by radioactive contamination and exposure. *Topics:* Contamination of jewellery and pottery; improper safeguards for radioisotope use – hospitals, pharmaceutical labs, research labs; contamination of the environment by uranium mining operations; transportation accidents; unauthorized uses of radioactive materials, contamination.

Inspections
AECB-360
Description: Information on inspections, field instrumentation and special investigations.

Uranium Mine Division

This division ensures that uranium mines, mills and associated waste management facilities are operated in a manner that does not expose workers and the public to unacceptable health and safety hazards. It is also responsible for establishing standards associated with the safe operation of uranium mining, assessing and issuing licences, and monitoring of mines to ensure compliance with the regulations and conditions of their licence.

Classes of Records

Mining, Exploration and Prospecting
AECB-370
Description: Information on every uranium mining and milling facility in Canada. *Topics:* Operation; licensing; requirements; health and safety – personal, environmental and workplace monitoring, personnel exposure data; compliance inspections; mining and milling.

Waste Management Division

This division ensures that facilities for the storage and disposal of radioactive waste materials are constructed and managed to prevent exposure of the public, environment and workers to excessive radiation hazards through the establishment of standards, issue of licences and monitoring of all such facilities in Canada.

Classes of Records

Radioactive Waste Management Facilities
AECB-380
Description: Information on every radioactive waste management facility in Canada. *Topics:* Low-level storage; high-level storage; reactor wastes; chemical treatment; licensing; maintenance; compliance.

Fuel and Heavy Water Plant Division

This division ensures that the operations of facilities for the refining of uranium, the fabrication of nuclear fuel, the production, application and use of natural uranium and thorium, and the production of heavy water is carried out in such a manner that there is no unacceptable health and safety hazard to the public. It also exercises control over the accountability for heavy water inventories at nuclear facilities, establishes standards for the safe operation of heavy water plants, assesses and issues licences, and ensures compliance with the licence terms and regulations.

Classes of Records

Heavy Water Plants
AECB-390
Description: Information on the four heavy water plants in Canada. *Topics:* Operations; licensing; compliance inspections; emergency procedures; quality assurance; standards and guides; safety assessments; new processes.

Fuel Processing Facilities
AECB-400
Description: Information on fuel processing facilities in Canada. *Topics:* Operation; licensing; compliance inspections; radiation exposure data.

Planning and Administration Branch

This branch is responsible for centralized administrative functions, such as office services, library, registry, personnel and finance, as well as the planning, co-ordination and administration of the *Nuclear Liability Act*.

Planning and Co-ordination Division

This division is responsible for ensuring that the planning and execution of actions by the various divisions of the AECB, both within the board and with outside bodies, are co-ordinated to prevent duplication and ensure consistency of policy and approach. It also co-ordinates AECB activities with international agencies and organizations and administers the *Nuclear Liability Act* and Emergency Planning activities.

Classes of Records

Co-ordination and Planning
AECB-410
Description: Information on the board's internal and external co-ordination and planning.

Emergency Planning Activities
AECB-420
Description: Information on emergency planning activities. *Topics:* Federal procedures; co-ordination of federal, provincial and international procedures.

International Organizations
AECB-430
Description: Information on visits to and from international organizations, and dealings with committees and working groups on international safeguards and technical aspects of nuclear energy; also information on the Organization for Economic Co-operation and Development.

Nuclear Liability
AECB-440
Description: Information on the *Nuclear Liability Act* and its association with the Canadian nuclear program; also insurance aspects of nuclear liability.

Federal Departments
AECB-450
Description: General information on liaison with other federal departments and agencies.

Atomic Energy Legislation
AECB-460
Description: Information on the *Atomic Energy Control Act* and amendments.

Atomic Energy Control Regulations
AECB-470
Description: The regulations pursuant to the *Atomic Energy Control Act* as they apply to prescribed substances and items, nuclear facilities, appointment of inspectors and inspections of licensees, security of nuclear material and information related to the nuclear fuel cycle, radiological occupational health and safety of atomic radiation workers, the appointment of medical advisers, and protection of the public and the environment.

Provincial Governments
AECB-480
Description: Information on dealings with the ten provincial governments and two territories.

Regulatory Research Branch

The branch is responsible for the initiation and management of projects in the board's mission-oriented research program, which is designed to provide information for use in the AECB's regulatory activities. It is also responsible for the assessment of radiation hazards and radiation protection programs for licensed activities, the development of related standards and guidelines, and the provision of radiation protection training for board staff. The branch is composed of: radiation protection division, health effects and regulatory documents section, and safety and safeguards section.

Radiation Protection Division

This division is responsible for detailed radiation protection assessments and expert radiation protection advice for all of the Board's activities. It also monitors all aspects of radiation protection associated with nuclear facilities and prescribed substances, both for workers and members of the public.

Classes of Records

Health Physics
AECB-490
Description: Information on health physics and radiation protection, as well as radiation dose limits, personal dosimetry and instrumentation, protective clothing, radiation protection training and laboratory facilities and equipment.

Health Effects and Regulatory Documents Section

This section is responsible for the health effects of nuclear technology and its impact on the public as appropriate for effective regulatory controls. The section also monitors research programs to ensure they are executed economically and expeditiously, and manages the development of the regulatory document system.

Safety and Safeguards Section

The responsibilities of this section are to manage the safeguard techniques for Canadian-supplied reactors and, risk and safety evaluation.

Classes of Records

Safeguards Research and Development
AECB-510
Description: Research and development of safeguards, joint U.S.-Canada projects, and conversion and fuel fabrication plants; also IAEA support programs, safeguards and regulations for physical security.

Regulatory Documents
AECB-520
Description: AECB's Licensing Guides and Regulatory Standards for the nuclear energy field and prescribed substances. *Topics:* Regulations, safeguard techniques, socio-economic impact analyses.

Orientation Centre

Specialists of the Orientation Centre provide advice, orientation, training and assistance to regulatory agencies in foreign countries that have purchased or are potential purchasers of CANDU reactors. The group reports to the president for administrative purposes only, and is funded separately from AECB programs.

Classes of Records

Orientation Facilities
AECB-530
Description: Information on foreign countries interested in purchasing CANDU reactors or technology.

Bank of Canada

SECURITIES DEPARTMENT

- Chartered Bank Cash Reserves
- Open Market Operations
- Issuance of Government of Canada Securities
- Financial Markets
- Forecasting of Financial Flows
- Securities Markets
- Capital Market Structures

RESEARCH DEPARTMENT

- Assessment of the Significance of Current Economic Developments in Canada and the United States

DEPARTMENT OF MONETARY AND FINANCIAL ANALYSIS

- Econometric Analysis
- International Linkages
- Monitoring of the Behaviour of Financial Institutions and Capital Markets in Response to Monetary Policy

INTERNATIONAL OPERATIONS DEPARTMENT

- Foreign Exchange Operations
- Developments in Exchange Markets
- Canadian Balance of Payments
- Economic Activity Overseas
- International Payments System

DEPARTMENT OF BANKING OPERATIONS

- Government Banking and Fiscal Services
- Security and Administration of Valuables
- Clearing of Government Obligations

PUBLIC DEBT DEPARTMENT

- Procurement and Distribution of Debt Certificates
- Maintenance of Registers and Records
- Payment of Interest
- Retirement of the Debt

COMPTROLLER'S DEPARTMENT

- Internal Financial Functions
- Unclaimed Bank Balances
- Recording of Expenditures and Market Operations
- Accounting and Reporting of the Bank's Financial Position

ACCESS TO INFORMATION AND PRIVACY CO-ORDINATOR
BANK OF CANADA
234 WELLINGTON STREET
OTTAWA, ONTARIO
K1A 0G9

Background

The Bank is Canada's central bank, incorporated in 1934 under the *Bank of Canada Act*, and given the responsibility to regulate "credit and currency in the best interests of the economic life of the nation, to control and protect the external value of the national monetary unit and to mitigate by its influence fluctuations in the general level of production, trade, prices and employment, so far as may be possible within the scope of monetary action, and generally to promote the economic and financial welfare of the Dominion."

Overall Responsibilities

The *Bank of Canada Act* does not specify the methods that the Bank should use to carry out these goals, but it does confer certain powers which together with provisions in other legislation enable the Bank to exercise a broad controlling influence over the growth of money and credit in Canada and thereby to affect levels of spending and economic activity. This influence stems primarily from the Bank's ability to determine the total amount of cash reserves available to the Canadian banking system and thus, in effect, to regulate the system's growth over time.

The principal means used by the Bank of Canada to alter the level of cash reserves (or to offset undesired effects on the level of reserves resulting from other factors) involve transfers to government deposit balances from the chartered banks to the central bank and vice versa, and changes in its holdings of foreign currency assets.

Although cash management, including purchases and sales of government securities, is the primary policy instrument used to influence credit conditions, the Bank has a number of other supplementary tools that it may use. It has the power to require the chartered banks to maintain, in addition to its regular cash reserves, secondary cash reserves, treasury bills and day-to-day loans to money market dealers. The Bank may vary, within prescribed limits, the ratio of secondary reserves the banks are required to hold.

The central bank is authorized to make short-term advances to banks on the pledge of certain securities and can change the Bank Rate, the minimum rate at which it is prepared to make advances. Such advances are relatively infrequent, but changes in the Bank Rate affect the current level of interest rates and also serve as an indication of the Bank's stance on monetary policy. The central bank also acts as lender of last resort to money market dealers. When these dealers are unable to find necessary financing elsewhere, they can arrange to sell securities to the Bank of Canada with an agreement to repurchase them. The minimum and maximum rates of interest applicable to such purchase and resale agreements vary with the Bank Rate.

The Bank also acts as fiscal agent for the government and is thus directly concerned with the management of the public debt. It advises the government on the method of financing to be used in raising money and on the terms of new issues. This includes making arrangements for the sales of new securities, the redemption or conversion of maturing issues, the payment of interest on outstanding securities and the maintenance of records.

The Bank acts as agent and adviser in the management of the country's foreign exchange reserves, which are held largely in the Exchange Fund Account in the name of the Minister of Finance. In addition, it maintains foreign currency accounts at other central banks and operates accounts for foreign central banks and international institutions. Official intervention in the exchange market is carried out by the Bank on behalf of the Minister of Finance through purchases from the market and sales into the market of U.S. dollars from the Exchange Fund Account.

The Bank of Canada is also responsible for the note issue. The issue of coin is the responsibility of the Royal Canadian Mint.

Bank of Canada Management and Relations with Government

In carrying out its responsibility for monetary policy the Bank maintains close links with the government. The presence of the Deputy Minister of Finance on the Board provides one channel of communication between the Bank and the Minister of Finance. In addition, the *Bank of Canada Act* requires the Minister of Finance and the Governor to consult regularly on monetary policy and on the Bank's relation to general economic policy. Section 14 of the Act, added in the 1967 revision and never used to date, provides a mechanism for resolving serious differences in point of view on the appropriate policy to be followed. Under this section, the Minister of Finance, with the approval of the Governor-in-Council, has the power to issue instructions to the Bank that it must follow. These instructions must be in specific terms and for a specified period; they must also be made public. Ultimate responsibility for Canadian monetary policy thus rests with the government, but this in no way diminishes the direct responsibility of the Bank of Canada for formulating and executing monetary policy.

Organization

Responsibility for the affairs of the Bank rests with a Board of Directors composed of the Governor, the Senior Deputy Governor and twelve Directors appointed by the government for three-year terms. The Deputy Minister of Finance sits on the Board but does not have the right to vote. The Board normally meets from seven to nine times a year. Between meetings, an Executive Committee composed of the Governor, the Senior Deputy Governor, up to four Directors and the Deputy Minister of Finance meets once a week and acts for the Board.

The Governor is the chief executive officer of the Bank, and as such is responsible for the direction and control of the Bank's affairs. In the absence of the Governor, the Senior Deputy Governor exercises all the power of the office. In matters of policy and internal administration, the Governor and Senior Deputy Governor are assisted by Deputy Governors, advisers, associate advisers and chiefs of departments. Each has his or her own area of responsibility and is accountable for that part of the Bank's activities. Major matters are discussed in various committees, the most important of which is the Management Committee, composed of the Governor, Senior Deputy Governor, Deputy Governors, advisers and the Secretary of the Bank. In basic or expanded form, this committee meets daily, and its activities cover the whole range of the Bank's affairs. Department chiefs are responsible to the senior management of the Bank for the operation of their departments, for all expenditures incurred by those departments within the budget approved by the Board of Directors, and for departmental staffing and salaries within the framework of Bank-wide personnel and pay policies. The departments of the Bank fall into two categories: analytical and administrative.

Analytical Departments

These include the Securities Department, responsible for open market operations and securities market analysis (with representatives in Toronto, Montreal, Vancouver and Edmonton), chartered bank cash management, administration of the Bank's pension fund, and domestic and external debt management operations; the Research Department, which engages in economic analysis and forecasting; the Monetary and Financial Analysis Department, which deals with monetary policy and financial institution forecasting and analysis; and the International Department, which conducts foreign exchange operations (with representatives in Toronto and Montreal) and balance of payments analysis and forecasting.

Bank of Canada

Administrative Departments

These consist of the Department of Banking Operations (with agencies in Vancouver, Calgary, Regina, Winnipeg, Toronto, Ottawa, Montreal, Saint John and Halifax), which administers currency; the Public Debt Department, which administers the domestic debt of Canada; the Secretary's Department, which provides public information, reference and some corporate services, and manages the Currency Museum and National Currency Collection; the Department of Administrative Services, which deals with property management, security matters and premises maintenance; and several other departments whose functions are self-explanatory, including Computer Services, Personnel Administration, the Comptroller and Audit.

Major Publications

- Governor's Annual Report — tabled each February and available late March
- Bank of Canada Review — financial and economic statistics, plus topical articles by staff and reprints of speeches by senior Bank personnel — published monthly
- Weekly Financial Statistics — released each Thursday

For more information on Bank of Canada publications, please contact

Publications, Secretary's Department
Bank of Canada
234 Wellington Street
Ottawa, Ontario
K1A 0G9
Telephone: (613) 563-8224 or 563-8248

Access Procedures

Formal requests under the *Access to Information Act* should be forwarded to

Access to Information Co-ordinator
Secretary
Bank of Canada
234 Wellington Street
Ottawa, Ontario
K1A 0G9
Telephone: (613) 563-8537

Securities Department

This Department has both operational and analytical duties. Its most important operational functions are to help implement monetary policy through adjustments in excess chartered bank cash reserves or through open market operations and to issue Government of Canada securities — treasury bills, marketable bonds and Canada Savings Bonds — both domestically and abroad.

Its analytical function is to monitor conditions in financial markets, forecast key financial flows and study financial relationships relevant to securities markets. The results are communicated to the Bank's senior officers for their use in formulating monetary policy, advising government on matters related to debt management, and influencing the development of capital market structures appropriate to Canadian needs.

Classes of Records

Capital Markets
BC-10
Description: Reports of economic and financial developments in the Atlantic region of Canada; also activities of various organizations that relate to capital market developments of interest to the Bank of Canada. *Topics:* Capital market coverage; government regulatory bodies.

Money Market Analysis and Primary Distribution
BC-20
Description: Information on the general financial market activity of various institutions and organizations with particular emphasis on the money market arrangements (with Bank of Canada) and money market activity of banks and investment dealers. *Topics:* Industries and associations; financial institutions; stock exchanges; insurance companies; mortgage companies; finance companies; non-financial institutions; primary distributors; jobber money market report; municipal financing; banker's acceptances. *Retrievability:* Files arranged by subject and company.

Primary Distributors — Jobbers
BC-30
Description: Information on the financial arrangements between the Bank of Canada and major Canadian investment dealers that relate to money market activities. *Topics:* Jobbers by name.

Primary Distributors — Dealers
BC-40
Description: Reports on the volumes of transactions in the Canadian securities markets — used to assess the level of activity in Canadian securities markets. *Topics:* Dealers by name. *Retrievability:* Files arranged geographically and by company.

Primary Distributor Statistics
BC-50
Description: Detailed statistical information on the levels of participation by each Canadian investment dealer in each Government of Canada loan. *Topics:* Jobbers and dealers by name. *Retrievability:* Files arranged by institution, company and region.

Open Market Operations and Securities Market Analysis
BC-60
Description: Statistical and analytical information relating to financial markets. *Topics:* Interest rates; treasury bills; comments on markets; purchase and resale agreements; stock averages and prices; short-term paper; bond quotations; issues placements; bond prices; yields and quotes; securities transactions; holdings of securities; U.S. securities; Bank of Canada portfolio; provincial, corporate and municipal markets; interest rate futures; client investment accounts — arrangements with Bank of Canada; client transactions. *Storage Medium:* Microfilm.

Chartered Bank Cash Management
BC-70
Description: Information relating to the cash reserve management operations of the Bank of Canada and the chartered banks; the assets and liabilities of the Bank of Canada; and the characteristics of the institutional relationship within the clearing and settlement system. *Topics:* Advances; cash reserves; reserve requirements; clearings and payments system; Government of Canada deposits; note circulation; statements; compensation to financial institutions; chartered banks; Bank of Canada balance sheets; direct clearing members of the Canadian Payments Association. *Retrievability:* Files arranged by subject and institution.

Canada Savings Bonds — General
BC-80
Description: Information on the payment of various fees to companies involved in the sale of Canada Savings Bonds; also reports on the monitoring and analysis of the results of the sale of Canada Savings Bonds. *Topics:* Canada Savings Bonds arrangements; commissions; redemptions; studies; surveys; reports; payroll; advertising; campaigns; public relations.

Canada Savings Bonds — Sales and Issuing Agents

BC-90

Description: The administrative arrangements between the Bank of Canada and eligible Canada Savings Bond (CSB) sales agents. *Topics:* Sales agents; issuing agents; trust companies; trust companies — non-listed; CSB sales agents other than trusts; issuing agents other than trusts and banks. *Retrievability:* Files arranged by company.

Domestic Financing — General

BC-100

Description: The release of general information outlining the terms and conditions of Government of Canada new loan issues. *Topics:* New loan and bond auction press releases; prospectuses; confirmation of offering; procedures; allotments; participation; statements.

Domestic Financing — Matured Government of Canada Loans and Canada Savings Bonds

BC-110

Description: Historical statistical information on the administrative details of each Government of Canada loan operation; used as research material for current borrowing operations. *Topics:* Loans by name or maturity. *Storage Medium:* Microfilm.

Government of Canada — Foreign Financing

BC-120

Description: Legal documentation for Government of Canada foreign loans and standby credit facilities. Statistical information used to monitor and analyze developments in international capital markets. Statistical and administrative documentation of the procedures undertaken by the Government of Canada to borrow abroad. *Topics:* Government of Canada foreign loans issued; standby credit facilities; foreign underwriters. *Retrievability:* Files arranged by loan and issue date and by company.

Government of Canada Cash Projections and Debt Management Planning

BC-130

Description: Information on the preparation of the Bank of Canada's projection of the Government of Canada's cash balances and the monitoring and analysis of government spending patterns. *Topics:* Federal budget and estimates; Bank of Canada projections; government cash reports; other projection reports; public accounts projections — budgetary and non-budgetary; provincial and municipal reports. *Retrievability:* Files arranged by subject, geography, institution and government department or agency.

Special Studies and Analysis

BC-140

Description: Studies and analyses of the various techniques used to implement monetary policy, debt management and securities market strategy. *Topics:* Debt management analysis; cash reserve management studies; interest rate analysis; macroeconomics policy papers; capital market analysis; money market analysis; Canada Savings Bond analyses and surveys; studies on inflation; purchase and resale agreement studies; marketing government debt.

Research Department

The Department's primary responsibility is to assess the significance of current economic developments and prospects in Canada and the United States and to keep Bank management fully informed about them. An aspect of this responsibility is to seek further understanding of the operation of the economy and of public policies which are or could be employed in an attempt to regulate it.

Classes of Records

General Economics and Economic Policy

BC-190

Description: Information on economic history, methodology, comparative economic systems and Canadian macroeconomic policy (fiscal, monetary, wage and price controls). *Topics:* Methodology; history; systems; the public sector. *Storage Medium:* EDP systems.

Economic Projections and Economic Models

BC-200

Description: Information on the structure and use of Bank of Canada econometric models; also economic projections for the Canadian and U.S. economies. *Topics:* Models and model development; economic projections — Canada, U. S. and others. *Storage Medium:* EDP systems.

General Outlook and Current Analysis

BC-210

Description: Information on current and prospective developments in particular sectors (disaggregated according to National Income Accounts conventions) of the Canadian and U.S. economies. *Topics:* Canada — demand sectors, supply sectors, economic cycles; U.S. — demand sectors, supply sectors, economic cycles. *Storage Medium:* EDP systems.

Quantitative Economic Methods and Data

BC-220

Description: Information on quantitative methods of economic analysis and the construction of economic data (National Income Accounts, financial accounts, national balance sheets). *Topics:* Statistical methods; methods of construction and analysis; time series analysis; national income accounting; financial accounts; national wealth balance sheets; employment and income. *Storage Medium:* EDP systems.

International, Industrial and Regional Analysis

BC-230

Description: Information on the effect of international developments on the Canadian economy as well as sectoral analyses (industrial and regional) of domestic economic developments. *Topics:* International trade theory and policy; balance of payments; adjustment mechanisms; industrial studies and analysis; regional studies and analysis. *Storage Medium:* EDP systems. *Retrievability:* Files arranged by subject, region and industry.

Department of Monetary and Financial Analysis

The Department is responsible for monitoring and analyzing the behaviour of the chartered banks, other financial institutions and capital markets in response to monetary policy and other forces at work in the financial system.

Classes of Records

Monetary Policy

BC-280

Description: Technical and econometric analyses of the role of monetary and credit aggregates as targets or indicators of monetary policy, as well as some analyses of the importance of international linkages in the conduct of monetary policy. *Topics:* Bank of Canada balance sheet data; instruments of monetary policy; targets and indicators of monetary policy; international aspects of monetary policy.

Chartered Bank Analysis

BC-290

Description: Information on balance-sheet and income statements of chartered banks and descriptive and econometric analysis of the

banking system. *Topics:* Canadian dollar assets; Canadian dollar liabilities; foreign currency business and operations abroad; earnings, expenses and balance of revenue; chartered bank operations through affiliates; financial data supplied by chartered banks. *Storage Medium:* EDP systems.

Non-bank Financial Intermediaries
BC-300
Description: Balance-sheet data and analyses of the non-bank financial institutions. *Topics:* Trust and mortgage loan companies; credit unions and Caisses Populaires; sales finance and consumer loan companies; affiliates of foreign banks; life insurance companies; Quebec Savings Bank; provincial savings offices.

Non-financial Private Sector
BC-310
Description: Information on financial transactions of the non-financial private sectors of the economy (households, non-financial businesses) and their relationship to savings and investment. *Topics:* Persons and unincorporated business; financial assets and liabilities; foreign and international institutions; non-financial corporations. *Retrievability:* Files arranged by sector.

Mortgage Market
BC-320
Description: Information on mortgage loan approvals and mortgages outstanding held by financial institutions collected for the most part from published sources; also analyses of the mortgage market. *Topics:* Private institutional lenders; government lenders; new housing; existing housing.

Consumer Credit Markets
BC-330
Description: Information collected by the Bank of Canada or Statistics Canada on the consumer debt held by financial institutions; also analyses of consumer credit markets. *Topics:* Consumer credit data; Statistics Canada data.

Interest Rates
BC-340
Description: Statistical information on market and administered rates in Canada and abroad; also analytical material related to interest rates, such as analyses of the term structure, of real interest rates, and of the relationship between interest rates and inflation. *Topics:* Canadian financial institutions' interest rates; Canadian securities market interest rates; American interest rates; European interest rates.

Financial Flows and Forecasting
BC-350
Description: Information on the flow of credit between broad sectors of the economy; summary tables published semi-annually in the *Bank of Canada Review*. *Topics:* Financial flows matrix; credit market summary tables; sectoral analysis; financial markets projections. *Retrievability:* Files arranged by subject, sector and financial instrument.

EDP Systems

- CAPMART
- CORPSTAT
- FINFLO

Econometric Analysis and Background Studies
BC-360
Description: Econometric models of financial markets, econometric analysis of the demand for financial assets, econometric investigation of financial-real linkages and general information on recent developments in econometric techniques. *Topics:* Econometric analysis of the monetary system; econometric models of markets; econometric models and financial-real linkage; technical support studies and special projects. *Storage Medium:* EDP systems.

Financial Developments in the United States
BC-370
Description: Information on American monetary policy and recent and projected financial developments in the U.S. *Topics:* United States — monetary policy and regulations, banking system; securities markets; thrift institutions and mortgage market; financial commentaries; financial data.

Surveys, Reports and Returns
BC-380
Description: Information on the collection of financial data required for the monitoring and analysis of financial developments. *Topics:* Reports and returns — trust companies, mortgage loan companies, sales finance and consumer loan companies, affiliates of foreign banks; credit unions; monthly survey of short-term paper; survey of outstanding treasury bills. *Retrievability:* Files arranged by company or organization.

Canadian Institutions and Financial Section Automation
BC-390
Description: Information on the payment systems of major Canadian institutions. *Topics:* Chartered banks and savings banks; trust and mortgage loan companies; credit unions and Caisse Populaires; provincial government savings institutions; Canadian government departments and agencies; retailers; communications carriers. *Retrievability:* Files arranged by company.

Domestic Payment System
BC-400
Description: Information on planning in the Canadian payments system as it evolves towards more electronic methods. *Topics:* Canadian clearing system; task forces and committees; Canadian Computer Communications Task Force; Working Group 3 study; payments system policy; Canadian Payments Association.

International Payments System
BC-410
Description: Information on international payments system automation research and planning. *Topics:* Bank for International Settlements (BIS); central banks; International Standardization Organization (ISO) — automation standards; Society for World-Wide Financial Telecommunications (SWIFT).

Role of Banks in Providing Computer Services
BC-420
Description: Research performed by the Canadian Computer Communications Task Force and the Interdepartmental Steering Committee on the electronic payments system. *Topics:* Task forces and committees; computer services offered by financial institutions; computer services bureaus.

International Department

This Department's principal responsibilities include the conduct of foreign exchange operations as fiscal agent for the government and the Bank and analyses of current and prospective developments in exchange markets, the Canadian balance of payments, economic activity overseas and the international payments system.

Manuals

- Statistics Canada-Bank of Canada Commodity Trade Concordance

Classes of Records

Official International Reserves
BC-470
Description: Information on Canada's foreign exchange reserves, including holdings of the Minister of Finance, the Receiver General and the Bank of Canada, as well as borrowings by the Canadian government in foreign currencies. *Topics:* Definitions and historical data; reports and statements on reserve status.

Exchange Fund Account
BC-480
Description: Information on the Minister of Finance's Exchange Fund Account, the principal repository of Canada's foreign exchange reserves. *Topics:* Legislation, transactions and procedures; portfolio management; Exchange Fund Account reports; official exchange market operations.

Foreign Exchange Transactions
BC-490
Description: Information on foreign exchange bookkeeping and trading procedures of the Bank of Canada and transactions with other central banks. *Topics:* Transactions and procedures; portfolio management; signing authorities; Bank of Canada foreign accounts.

Foreign Exchange Market
BC-500
Description: Information on developments in the Canadian and overseas exchange markets, trading in Canadian dollars against foreign currencies, the value of the major foreign currencies and exchange arrangements maintained by other major countries. *Topics:* Legislation; settlement procedures; reports and reviews of exchange market developments; exchange rates; exchange rates and restrictions — other countries; currency futures market. *Retrievability:* Files arranged by institution.

Intervention
BC-510
Description: Documents and papers prepared in Canada and in other major countries relating to the Working Group on Exchange Market Intervention. The group was established at the Versailles Summit of the Heads of State and Government, June 1982. *Topics:* Intervention studies. *Retrievability:* Files arranged by subject and by country.

Contacts
BC-520
Description: Information on various contacts of the Bank of Canada with institutions and organizations in the foreign exchange area in Canada and abroad, principally as an aid to monitoring and analyzing developments in exchange markets. *Topics:* Legislation and bank reporting; Canadian Bankers' Association; other brokerage services; Canadian chartered banks; central banks and monetary authorities; arrangements among central banks; foreign commercial banks; federal; provincial; agencies and Crown corporations; non-bank financial institutions; non-financial institutions.

Gold, Silver and Other Commodities
BC-530
Description: Information on gold, silver and commodity market practices — statistics, legislation and official gold transactions. *Topics:* Gold legislation; gold operations; gold markets; export-import reports; silver legislation and oil.

International Developments
BC-540
Description: Information on developments in international capital markets, in particular international banking, Eurocurrency and bond markets, external debt of overseas countries, deployment of oil exporter's surpluses and recycling and major commodities, including commodity agreements.

Federal Organizations and Interdepartmental Committees
BC-550
Description: Information on federal government organizations or interdepartmental committees that deal with international economic questions in which the Bank has some involvement. *Topics:* Export Development Corporation (EDC); Canadian International Development Agency (CIDA); Interdepartmental Committee on Commercial Policy; interdepartmental committees on economic relations with developing countries; Assistant Deputy Ministers' committees on economic relations.

Developments in Foreign Countries
BC-560
Description: Information on current economic and financial developments in overseas countries, including relations with the International Monetary Fund (IMF), economic projections for major industrial countries, international comparisons, press reports on developments in overseas countries, international capital markets and international organizations. *Topics:* Projections by international organizations and the Bank of Canada; developments in various countries — Reuters News Service; Bank for International Settlements press reviews. *Retrievability:* Files arranged by subject and country.

International Organizations
BC-570
Description: Information on the activities of various international or regional economic organizations, in particular those aspects of their activities that relate to world economic or financial issues of interest to the Bank. *Topics:* Asian Development Bank; North-South Institute; International Bank for Reconstruction and Development (IBRD); European Economic Community (EEC); Commonwealth Meetings; Technicians of Central Banks of the American Continent (CEMLA); Summit Meeting — Group of Ten; Organization for Economic Co-operation and Development (OECD).

International Monetary Fund
BC-580
Description: Information on the work and activities of the International Monetary Fund (IMF), issues discussed at IMF Executive Board meetings and at the Interim Committee. *Topics:* IMF General Account — drawings and repurchases, special drawing rights, general arrangements to borrow; Canadian consultations; International Monetary System and Reform Exercise; amendments to articles of agreement; other lending facilities; annual meetings.

Bank for International Settlements
BC-590
Description: Information on meetings at the Bank for International Settlements (BIS), the work of various BIS committees and the provision of Eurocurrency statistics. *Topics:* Committee on Banking Regulation and Supervision; multilateral surveillance statistics meetings; Standing Committee on Eurocurrency Market; Eurocurrency statistics. *Retrievability:* Files arranged by subject, committee and country.

Balance of Payments — Policies
BC-600
Description: Statements and studies of government policies relating to the balance of payments. *Topics:* Policies — merchandise trade, services and transfers, long-term capital flows, short-term capital flows.

Balance of Payments — Summaries
BC-610
Description: Statistical documentation and information on concepts and econometric methods used in the analysis and projections of the balance of payments. *Topics:* Correspondence; statistical information and publications; EDP data management; measurement concepts; briefing notes and projections; projection methodology and documentation; analytical memoranda.

Balance of Payments — Current Account
BC-620
Description: Statistical information, reports and studies used to monitor and analyze the current account of the balance of payments. *Topics:* Merchandise trade account; merchandise exports — total, by commodity; merchandise imports — total, by end-use; current account — services, transfers.

Balance of Payments — Capital Account
BC-630
Description: Statistical information, reports and studies used to monitor and analyze the capital account of the balance of payments. *Topics:* Statistics, reports and commentaries; long-term capital; short-term capital flows through the chartered banks; short-term capital flows through non-bank channels.

Exchange Rates and Exchange Market Analysis
BC-640
Description: Studies on movements in the exchange value of the Canadian dollar and other currencies. *Topics:* Exchange rates and exchange market analysis; econometric models of the exchange rate.

Balance of Payments by Geographical Area
BC-650
Description: Statistical reports and other information used in monitoring and analyzing the balance of payments transactions by geographical area. *Topics:* Canada and the U.S.; reconciliation of Canada-U.S. balance of payments statistics. *Retrievability:* Files arranged by subject and country.

Department of Banking Operations

The overall responsibility of the Department is to provide efficient and effective service to other central banks, international financial organizations, the Government of Canada, chartered banks, trust companies and all other financial organizations. Its responsibilities include the security and administration of valuables such as gold, securities and currency. The Department also provides fiscal functions for which the Bank of Canada acts as an agent for the Government of Canada. These functions include such things as the clearing of government obligations and receiving deposits for the account of the Government of Canada.

Manuals

- Agency Procedures Manual
- Interim Procedures Circulars

Classes of Records

Government Banking and Fiscal Services
BC-700
Description: Information on general banking services to other central banks and to fiscal agent services provided for the Government of Canada. *Topics: Bank of Canada Act* fees; Canadian Bankers' Association; government clearings and deposits; Canadian Payments Association; transportation of government items; Interbank International Payments System; safekeeping of valuables; Revolving Standby Credit Facility; Bank of Canada accounts at central banks; Bank of Canada gold accounts at central banks; signing authorization; Bank of Canada notes — pricing and ordering, release, circulation, transportation, redemption and disposal, commemorative coins and medals.

Client Accounts
BC-710
Description: Information on the maintenance of client accounts and related transactions. *Topics:* Accounts related to the Government of Canada; chartered banks and non-banks; central banks and international financial institutions.

Loans of or Guaranteed by the Government of Canada
BC-720
Description: Information on loans issued by or guaranteed by the Government of Canada for which the Bank of Canada acts as manager of the public debt; also rules, regulations and transactions of each issue. *Topics:* Transfers and exchanges; transfer and guarantee of signatures on securities — resolutions; treasury bills; Canadian National Railways — bond issues; Government of Canada bonds; instructions to agents on the delivery of Government of Canada loans; Canada Savings Bonds; interest payments and commission due on foreign borrowings.

Bank Note Research
BC-730
Description: Information on all phases of bank note design, production, anti-counterfeiting measures, distribution and special studies on the automation of handling of bank notes. *Topics:* Special studies and models; bank note design; security; bank note production — orders and inventory; distribution; automation; circulation studies; destruction of bank notes.

Government Banking and Agency Operations
BC-740
Description: Information on field operations of banking services to other central banks and fiscal agent services provided the Government of Canada. *Topics:* See entries BC-700, BC-710 and BC-720 above. *Storage Medium:* Microfilm.

Government of Canada Clearings and Redemptions
BC-750
Description: Information on the processing of government items and the related payments or deposits to be made to or on behalf of the government. *Topics:* Balance and recapitulations; government deposits; settlement inquiries; deposit letters; instructions to agencies; agents' daily summaries.

Bank of Canada Notes, Government Securities and Gold
BC-760
Description: Information on the finishing, inventory and distribution of Bank of Canada notes and Government of Canada securities; the processing and destruction of used and mutilated bank notes; custodial responsibilities for gold. *Topics:* Accounting procedures; circulation; transportation; inventory; redemption and disposal of Bank of Canada notes; coins and medallions; treasury bills; Canadian National Railway bonds; Government of Canada bonds; Canada Savings Bonds; client gold accounts and transactions.

Public Debt Department

This Department is responsible for the administration of direct and certain guaranteed debt issues of the Government of Canada. Its functions include the obtaining and distribution of supplies of debt certificates, the maintenance of registers and records for control purposes, the payment of interest and the retirement of the debt.

Manuals

- Data Processing Clerical Manuals
- Data Examination and Preparation Manuals
- Control of Data and Valuables Manuals

- Sample Letter Catalogue
- Records Retrieval Manual
- External Procedures Manuals
- Statistics Manuals

Classes of Records

Issue of Government of Canada Loans and Securities
BC-810
Description: Information on the domestic and foreign borrowings by the Government of Canada for which the Bank of Canada acts as fiscal agent or participates as an advisory body. *Topics:* Government of Canada marketable bonds; Canada Savings Bonds; treasury bills; Canadian National Railway bonds; International Bank for Reconstruction and Development (IBRD) bonds; foreign loans.

Production of Bonds
BC-820
Description: Information on all phases necessary to obtain adequate supplies of securities and their distribution to the appropriate locations. *Topics:* Bond design; bonds ordered and distributed; contracts with suppliers.

Maintenance of Debt Registers
BC-830
Description: Information on bond owner and individual security registers and their periodic updating. *Topics:* Transfer and exchanges; change of address; lost, stolen or destroyed coupons; lost, stolen or destroyed bonds; bond registrations; bond processing; guarantee of signatures. *Storage Medium:* Microfilm.

Payment of Interest
BC-840
Description: Information on the various means and processes by which the contractual obligation to pay interest is discharged. *Topics:* Direct deposit; cheques; coupons; cash bonuses; withholding tax; interest notices; interest cheque production.

Retirement of Debt
BC-850
Description: Information on the process through which owners of Government of Canada securities are reimbursed at maturity or in accordance with the terms under which the securities were issued. *Topics:* Canada Savings Bonds; Government of Canada marketable bonds; treasury bills; war saving certificates; CNR Bonds; International Bank for Reconstruction and Development (World Bank) Bonds; redemptions of foreign loans.

Accounting for the Public Debt
BC-860
Description: Information on the recording, for reporting and controlling purposes, of activities for the period during which the securities are in existence. *Topics:* Accounting records and controls; financial reports.

Administrative Arrangements with Financial Institutions
BC-870
Description: Instructions and other data made available to financial institutions through which the Bank of Canada deals with bond owners in the normal course of business. *Topics:* Issue of Government of Canada loans and securities; maintenance of debt registers; payment of interest; retirement of debt.

Comptroller's Department

This Department is responsible for the internal financial functions of the Bank, such as the processing, monitoring and reporting of receipts and payments for management and statutory reporting requirements. These responsibilities involve co-ordination of the annual planning budgeting exercise and subsequent control; processing payments for goods, services, payroll and unclaimed balances; recording transactions for administrative expenditures and market operations; accounting for and reporting the Bank's financial position; and keeping records of items in safekeeping.

Classes of Records

General Accounting Records
BC-920
Description: Information on various accounts and accounting as prescribed by the *Bank of Canada Act*. *Topics:* Accounts recoverable; Bank of Canada balance sheets; orders — deliveries of Bank of Canada notes; confirmation of balances and statements of gold and securities held in safekeeping for the Bank of Canada; accounting ledgers; trial balances; balance sheets and investment accounting.

Confirmation of Balances and Statements of Gold and Securities Held in Safekeeping by the Bank of Canada
BC-930
Description: Information on the custodial responsibilities of the Bank towards clients for the safekeeping of their gold or securities. *Topics:* Central banks; chartered banks; domestic financial institutions; Government of Canada accounts; Government of Canada agencies; international financial institutions. *Retrievability:* Files are arranged by organization.

Canada Council

ARTS DIVISION

- Awards and Prizes
- Cultural Exchanges
- Arts Division — General File
- Special Program of Cultural Initiatives

ARTS AWARDS SERVICE

- Inquiries and Correspondence
- Arts Grants "A" and "B"
- Short term, Travel and Project Cost Grants
- Juries and Assessors
- Grants for Representation in International Program Establishment

DANCE SECTION

- Dance Programs
- Dance Case Files

EXPLORATIONS PROGRAM

- Correspondence
- Explorations Case Files

MEDIA ARTS SECTION

- Film Programs
- Video Programs
- Film Case Files
- Video Case Files

MUSIC SECTION

- Music Programs
- Music Case Files

THEATRE SECTION

- Theatre Programs
- Theatre Case Files

TOURING OFFICE

- Touring Office Programs
- Performing Arts Venture Capital Fund
- Artists' Directory
- Facilities Directory
- Service Contracts
- Touring Office Case Files

VISUAL ARTS SECTION

- Visual Arts Program
- Case Files

ART BANK

- Art Bank Programs and Case Files

WRITING AND PUBLICATION SECTION

- Writing and Publication Programs
- Writing and Publication Case Files

ACCESS TO INFORMATION
CO-ORDINATOR
CANADA COUNCIL
255 ALBERT STREET
POST OFFICE BOX 1047
OTTAWA, ONTARIO
K1P 5V8

Background

The Canada Council was created by the Parliament of Canada in 1957 (*Canada Council Act*, 1957, RSC 1970. c.2, as amended). Its mandate, according to Section 8(1) of the Act is to foster and promote the study, enjoyment and production of works in the arts. In particular, but without limiting the generality of the foregoing, the Council may, in furtherance of its ojectives:

- assist, co-operate with and enlist the aid of organizations, the objects of which are similar to any of the objectives of the Council;
- provide, through appropriate organizations or otherwise, for grants, scholarships or loans to persons in Canada for study or research in the arts in Canada or elsewhere or to persons in other countries for study or research in the arts in Canada;
- make awards to persons in Canada for outstanding accomplishment in the arts;
- arrange for and sponsor exhibitions, performances and publications of works in the arts;
- exchange with other countries, or organizations or persons there, knowledge and information on the arts; and
- arrange for representation and interpretation of Canadian arts in other countries.

The arts are defined in Section 2 as "architecture, the arts of the theatre, literature, music, painting, sculpture, the graphic arts and other similar creative and interpretive activities." The Council's concerns include not only existing but also emerging new artists, audiences, arts organizations and works in the arts.

Overall Responsibilities

The general policy objective of the Canada Council is to recognize, foster and promote excellence in the arts. Most of its grants are awarded through an extensive system of competitions judged by juries of practising artists and other independent specialists in the particular disciplines. The principles of advertised competition and peer evaluation are integral to the decision-making process of the Council.

Canadian Commission for UNESCO

In addition to its mandate to foster and promote the arts, the Canada Council has been assigned responsibility for the Canadian Commission for the United Nations Educational, Scientific and Cultural Organization (UNESCO) under Section 8(2) of the Act, Order-in-Council PC 1957-831, and in conformity with the constitution of UNESCO.

Major Publications

The Canada Council publishes a quarterly news bulletin, a press review, a film catalogue and occasional documentary and research papers.

Manuals

- Minutes of the Canada Council — contains all decisions of the Council
- Canada Council Policies and Procedures — contains administrative and financial guidelines
- Chart of Financial Accounts — coding of all accounts pertinent to the Council's financial management information system; includes account name, code, responsibility centre, etc.
- Canada Council Policies — narrative program description including general, historical, legislative and specific program information as well as description of the awarding system
- Financial and Budget Control Computer Reports — includes budget variance reports, general ledger, master vendor (grant and trial balance reports, issued monthly)
- Assessor's Book — contains names of assessors and jurors chosen from among the best professionals in the disciplines and activities concerned; reviewed and approved by the Advisory Arts Panel members

Access Procedures

All formal requests under the *Access to Information Act* should be directed to:

Access to Information Co-ordinator
Canada Council
255 Albert Street
P.O. Box 1047
Ottawa, Ontario
K1P 5V8
Telephone: Toll Free 1(800) 267-8282 or (613) 237-3400

Arts Division

This division is responsible for assessing and recommending applications for support to individual artists and arts organizations. It currently consists of nine sections including the Awards Service, Dance, Explorations, Media Arts, Music, Theatre, Touring Office, Visual Arts (including the Art Bank) and Writing and Publication.

Classes of Records

Awards and Prizes
CC-10
Description: Correspondence and case files on the various awards and prize programs operated by the Canada Council. *Topics:* Molson Prizes; Governor General's Awards; Canadian Broadcasting Corporation and Canada Council Awards for Young Composers; Peter Dwyer Prize; Translation Prize; Canadian Broadcasting Corporation and Canada Council Awards for Choirs; Order of Canada; Children's Literature Award; Canada-Belgium Literary Prize; Canada-Australia Literary Award; Scottish-Canadian Writers' Fellowship; Jules Leger Prize for New Chamber Music; Lynch-Staunton Awards; Welsh-Canadian Writers' Exchange; Scottish-Canadian Playwrights' Exchange; *Prix littéraire Canada-Suisse;* Healey Willan Prize for Amateur Choirs; Jacqueline Lemieux Prizes; Sylvia Gelber Foundation Award; McLuhan-Teleglobe Canada Award; Virginia P. Moore Award.

Cultural Exchanges
CC-20
Description: Correspondence and case files on the Canada Council program of cultural exchanges. *Topics:* Program policy; U.S.S.R. cultural exchanges; Czechoslovakia cultural exchanges; cultural exchange conferences with U.S.A.; consultative committee on cultural exchanges program; Canadian Academic Centre in Italy; Interdepartmental Visits Panel; *Exchange Culturel Canada-Belgique;* Australia; Austria; visit to Munich; Queen's Fellowship; China Cultural Exchanges; visit of M. Blais Gauthier to Ottawa; Canadian-Mediterranean Institute; Federal Republic of Germany cultural exchange; Canada-France scientific exchange program: *Cité internationale des Arts;* Canadian Cultural Institute in Rome; Institute of Art and Urban Resources, New York (P.S.1).

Arts Division — General File
CC-30
Description: Correspondence and other information on the Arts Division, but not unique to a specific discipline or section. *Topics:* Policy; arts management and administration courses; appeal procedures; boards of arts organizations new performing arts policy; Olympics 1976; patronage; Festival Canada; Native Program; Commonwealth Games 1978; Cultural Program for National Unity;

Twenty Plus Five (Green Paper); multimedia program; joint financing for the arts with business; liaison between business and the arts; television consultant services; conferences, meetings, seminars.

Special Program of Cultural Initiatives
CC-40
Description: Correspondence, policy information and other information on the Department of Communications' Special Program of Cultural Initiatives and the Canada Council's role as adviser to the Department of Communications for that program.

Arts Awards Service

This Service is responsible for support to individual professional artists for creative activity or skill improvement in architecture, arts administration, arts criticism, creative writing, dance, film, multidisciplinary work and performance art, music, photography, theatre, video, and the visual arts. Its programs include arts grants "A", arts grants "B", short-term grants, project cost grants, travel grants, grants for international representation and visiting artist grants.

Classes of Records

Enquiries and Correspondence
CC-50
Description: General enquiries on eligibility for grants under programs administered by the Arts Awards Service; also general correspondence. *Retrievability:* Files arranged by enquirer.

Arts Grants 'A' and 'B'
CC-60
Description: Correspondence, policy and information on the above grants, not related to the actual applications.

Short-term, Travel and Project Cost Grants
CC-70
Description: Correspondence, policy and information on the above grants, not related to the actual applications.

Juries and Assessors
CC-80
Description: Correspondence and other information on the Canada Council system of peer evaluation which uses juries and assessors. *Topics:* Policy architecture; dance; film and photography; music; theatre; visual arts; writing; list of assessors. *Retrievability:* Files arranged by discipline.

Grants for Representation in International Program Establishment (GRIPE)
CC-90
Description: Policy file on the establishment and development of what is now known as the Grants for International Representation Program.

Arts Awards Case Files
CC-100
Description: Case files for all grant and service programs administered by the Arts Awards Service with the exception of certain awards and prizes (see CC-10) and cultural exchange (see CC-20) programs. *Topics:* Arts grants 'B', arts grants 'A'; short-term grants; project cost grants; travel grants; grants for international representation; (GRIPE); Visiting Foreign Artists. *Retrievability:* Files arranged by applicant.

Dance Section

This section is responsible for support to professional Canadian dance companies, organizations and associations in ballet, modern and experimental dance. Its programs include: grants to dance companies; grants for choreographic workshops; grants to independent choreographers; grants to dance schools; grants to service organizations; aid to dance spaces; grants to presenters of independent dancers and choreographers; and the communications fund.

Classes of Records

Dance Programs
CC-110
Description: Correspondence and information not related to the actual applications on the grant and service programs of the Dance Section; also communications fund case files. *Topics:* Policy; dancers' salary fund; National Ballet School; grants for training in dance administration; support to presenters of independent dancers and choreographers; Guest Teachers Program; Guldenkian National Choreographic Summer School; communications funds.

Dance Case Files
CC-120
Description: Case files for all grant and service programs of the Dance Section with the exception of the communications fund. *Topics:* Operating grants — large companies; operating grants — small companies; services; training creation and diffusion; other grants. *Retrievability:* Files arranged by applicant.

Explorations Programs

This program is responsible for grants given to investigate new forms of cultural expression and participation. Grants are provided to individuals or organizations for innovative projects within or outside traditional arts disciplines which contribute towards an understanding of Canada's cultural past or the development of its cultural future.

Classes of Records

Correspondence
CC-130
Description: General correspondence on the activities of the Explorations Program. *Topics:* Routine correspondence — ineligible project proposals, requests for information, requests for application forms.

Explorations Case Files
CC-140
Description: Applications to the Explorations Program. *Topics:* Explorations grants — scripts, craft workshops, biographies, slides and related art forms, popular writing, recordings, film, video, and audio experiments, community-based cultural animation projects and local and regional histories. *Retrievability:* Files arranged by applicant.

Media Arts Section

This section is responsible for support to film, video, and other media arts institutions and associations. Support is generally made to independent non-profit film-makers and video-makers, distributors and exhibitors. The section's programs include film production grants, grants to film organizations, the film production co-operative workshop program, independent short film showcase, special film project, the Canada council videotape and equipment fund and the communications fund.

Classes of Records

Film Programs
CC-150
Description: Correspondence and information on the film programs not related to actual applications; also case files for the communications fund. *Topics:* Policy; film advisory committee; Vancouver dramatic film workshop; Canadian film internship program; Canadian

independent short film showcase; communications fund; film collection. *Retrievability:* Files arranged by subject and, for the communications fund, by applicant.

Video Programs
CC-160
Description: Correspondence and information on the video programs not related to actual applications; also case files for the communications fund. *Topics:* Policy; Colour Studio Access for Artists project; seminars and conferences; video access administrators' liaison project; video tape and equipment fund; communications fund. *Retrievability:* Files arranged by subject and, for the communications fund, by applicant.

Film Case Files
CC-170
Description: Case files for all film program grants and services of the media arts section with the exception of the communications fund. *Topics:* Film program — production grants, grants to organizations and special projects. *Retrievability:* Files arranged by applicant.

Video Case Files
CC-180
Description: Case files for all video programs and services of the Media Arts Section with the exception of the communications fund. *Topics:* Video programs — individual grants, groups, tape and equipment fund, production grants, grants to organizations and special projects. *Retrievability:* Files arranged by applicant.

Music Section

This section is responsible for support to Canadian music companies, organizations and associations. Its programs include grants to orchestras; grants to opera companies; grants to other music groups and organizations; grants to amateur choirs; commissioning of Canadian composers; orchestra managers' training program; aid to recording of Canadian performers and composers; and the communications fund.

Classes of Records

Music Programs
CC-190
Description: Correspondence and information which is not related to the actual applications on the grant and service programs of the Music Section; also case files for the communications fund. *Topics:* Policy; auditions — *Ecole d'art lyrique de Paris,* Managerial Training Program for Symphony Organizations; choral organizations; National Concert Bureau; contemporary music — festival; National Music School; Young Canadian Performers Concert Series; Canada's orchestras and the Canada Council; Association of Canadian Orchestras — policy program; hiring practices of Canadian composers; Canadian content of orchestras; community musicians program; air transport of musical instruments; instrument bank; *Opéra au Québec*; commissioning of Canadian composers; publication of Canadian music; communications fund — opera; recording of Canadian music; communications fund — orchestras. *Retrievability:* Files arranged by subject and, for the communications fund, by applicant.

Music Case Files
CC-200
Description: Case files for all grant and service programs of the music section, with the exception of the communications fund. *Topics:* Music program; Canadian music program; artists-in-residence program. *Retrievability:* Files arranged by applicant.

Theatre Section

This section is responsible for support to professional theatre companies, organizations and associations. Its programs include grants to theatre companies, the Playwrights-in-Residence Program and the communications fund.

Classes of Records

Theatre Programs
CC-210
Description: Correspondence and information, not related to actual applications, on the grant and service programs of the Theatre Section; also case files for the communications fund. *Topics:* Policy; writing of plays; theatre for young audiences; National Theatre School; Flying Squad Program; Group of Seven theatres fund; communications fund. *Retrievability:* Files arranged by subject and, for the communications fund, by application.

Theatre Case Files
CC-220
Description: Case files for all grant and service programs of the theatre section with the exception of the communications fund. *Topics:* Performing companies program; service organization program; schools and universities program; Travelling Drama Critics Award; special projects. *Retrievability:* Files arranged by applicant.

Touring Office

The office supports touring by Canadian performing artists, the development of management for Canadian tours and artists and tour co-ordination and promotion. Its programs include touring grants; apprenticeship program; Concerts Canada program; festivals program; performing arts venture capital fund; and the communications fund.

Classes of Records

Touring Office Programs
CC-230
Description: Correspondence and information not related to actual applications on the programs of the touring office.

Performing Arts Venture Capital Fund
CC-240
Description: Correspondence, policy and case files on the performing arts venture capital fund, administered by the Touring Office. *Retrievability:* Files arranged by applicant.

Artists' Directory
CC-250
Description: Information on booking contacts, organizations, artists and touring activities, technical information, union affiliations and other information required by the Touring Office to produce its service publication, the Artists' Directory. *Topics:* Dance; music; opera and oratorio singers; theatre services; individuals or groups for publication.

Facilities Directory
CC-260
Description: Technical specifications, stage plans and other information on performing arts facilities required by the Touring Office to produce its service publication, the Facilities Directory. *Retrievability:* Files arranged by province.

Service Contracts
CC-270
Description: Project files containing correspondence, contracts, project reports and other information on service contracts provided by the Touring Office to individuals, for the provision of tour promotion, publicity and co-ordination services to arts organizations. *Retrievability:* Files arranged by project.

Touring Office Case Files
CC-280
Description: Case files for all grant programs of the Touring Office with the exception of the performing arts venture capital fund. *Topics:* Touring Grants — music, dance, theatre, other; apprenticeships; Concerts Canada; festivals. *Retrievability:* Files arranged by applicant.

Visual Arts Section

This section is responsible for support to visual arts institutions and associations. Its programs include aid to artist-run spaces; aid to public arts galleries; aid to print workshops; visiting artists program; and Arts' Studios in New York.

Classes of Records

Visual Arts Programs
CC-290
Description: Correspondence and information not related to actual applications on the grant and service programs of the Visual Arts Section; also case files for the visiting artists program and the communications fund. *Topics:* Policy; exhibition at the Akademie der Kunste, Berlin 1982; import charges and copyright on works of art; studio space for visual artists; crafts policy; special purchase awards, Directors' Choice; Sydney Biennial — Australia; *Représentation de l'art canadian contemporain a l'étranger;* communications fund; visiting artists program. *Retrievability:* Files arranged by subject and, for the visiting artists program and the communications fund, by applicant.

Case Files
CC-300
Description: Case files for all grant and service programs of the Visual Arts Section, with the exception of the visiting artists program and the communications fund. *Topics:* Galleries program; other visual arts programs — grants to print workshops, artists-in-residence, special projects. *Retrievability:* Files arranged by applicant.

Art Bank

Within the Visual Arts Section, the Canada Council Art Bank purchases works of contemporary Canadian art and rents them to federal government departments and agencies as well as other public institutions and non-profit organizations. The Art Bank also organizes exhibitions of its collection and occasionally lends works for exhibitions by other institutions.

Classes of Records

Art Bank Programs and Case Files
CC-310
Description: Correspondence, policy and information on the Art Bank. *Topics:* advisory selection committee; photography contracts; purchases; insurance; shipping; framing; repairs and restoration; sales of slides; artist's copyright; artist's representative; Large Print Commission program; Sculpture Park — Ottawa; reproduction slides; Art Bank Gallery; presentations and lectures; art gallery purchases; purchases from artists; rentals to federal government departments; loans to art galleries for exhibitions; rentals to industries and corporations; sales of works; long-term loans to galleries; special purchase assistance; rentals outside the federal mandate; special projects, exhibitions, loans, rentals; Art Bank exhibitions. *Retrievability:* Files arranged by subject for program files and by applicant for case files. *Note:* All program and case files, except art gallery purchases and purchases from artists, are maintained by the Art Bank. Case files for the purchase program are maintained by the Central Records Management Unit.

Writing and Publication Section

This section is responsible for support to publishing companies, organizations and associations and for certain programs of support to writers. Its programs include Block Grants; Project Grants; Translation Grants; Aid to Periodicals; Book Purchase Donation Program; promotion and distribution of Canadian books and periodicals; promotion tours by authors; Public Readings Program; National Book Festival; Writers-in-Residence Program; Literary Prizes and Awards; International Writers' Exchange Program; and grants to national associations of writers, book publishers and periodical publishers.

Classes of Records

Writing and Publication Programs
CC-320
Description: Correspondence and information, not related to actual applications, on the grant and service programs of the Writing and Publication Section — other than literary awards, prizes and cultural exchanges; includes the case files of the Book Purchase and Donation Program. *Topics:* Policy; *oeuvres de Robert Elie; programme de promotion des prix littéraires*; Aid to Translation Program; criticisms on literary grants; International Translation Program; Public Readings Program; compensation for library use; book promotion and distribution; Book Purchase Program; literary and arts periodicals; promotion tours for authors. *Retrievability:* Files arranged by subject and, for the Book Purchase and Donation Program, by applicant.

Writing and Publication Case Files
CC-330
Description: Case files for all grant and service programs of the Writing and Publication Section, with the exception of the book purchase and donation program, literary prizes and awards and the literary cultural exchanges. *Topics:* Books program; promotion and distribution program; writer-in-residence program; associations program; conferences and research program; other programs. *Retrievability:* Files arranged by applicant.

Background

The Canada Deposit Insurance Corporation was established in 1967 by the *Canada Deposit Insurance Corporation Act* to provide, for persons having deposits with a member institution of the Corporation, insurance against the loss of deposits, up to a maximum that is now $60,000 for any one depositor. Membership in the Corporation is obligatory for chartered banks, a bank to which the *Quebec Savings Bank Act* applies and federally incorporated loan and trust companies that accept deposits from the public. Provincially incorporated loan and trust companies that accept deposits from the public are eligible to apply for membership if they have the consent of the province of incorporation. The definition of "deposit", set out in a schedule to the Act, might be summarized as money received by a member institution that is repayable on demand, or on a fixed or determinable date that is within five years from the date of the deposit. Deposits not payable in Canada or payable in foreign currency are not insured. The Board of Directors of the Corporation comprises a Chairman, appointed by the Governor-in-Council, and four other directors who hold the positions of Governor of the Bank of Canada, Deputy Minister of Finance, Superintendent of Insurance and Inspector General of Banks. It reports to Parliament through the Minister of Finance.

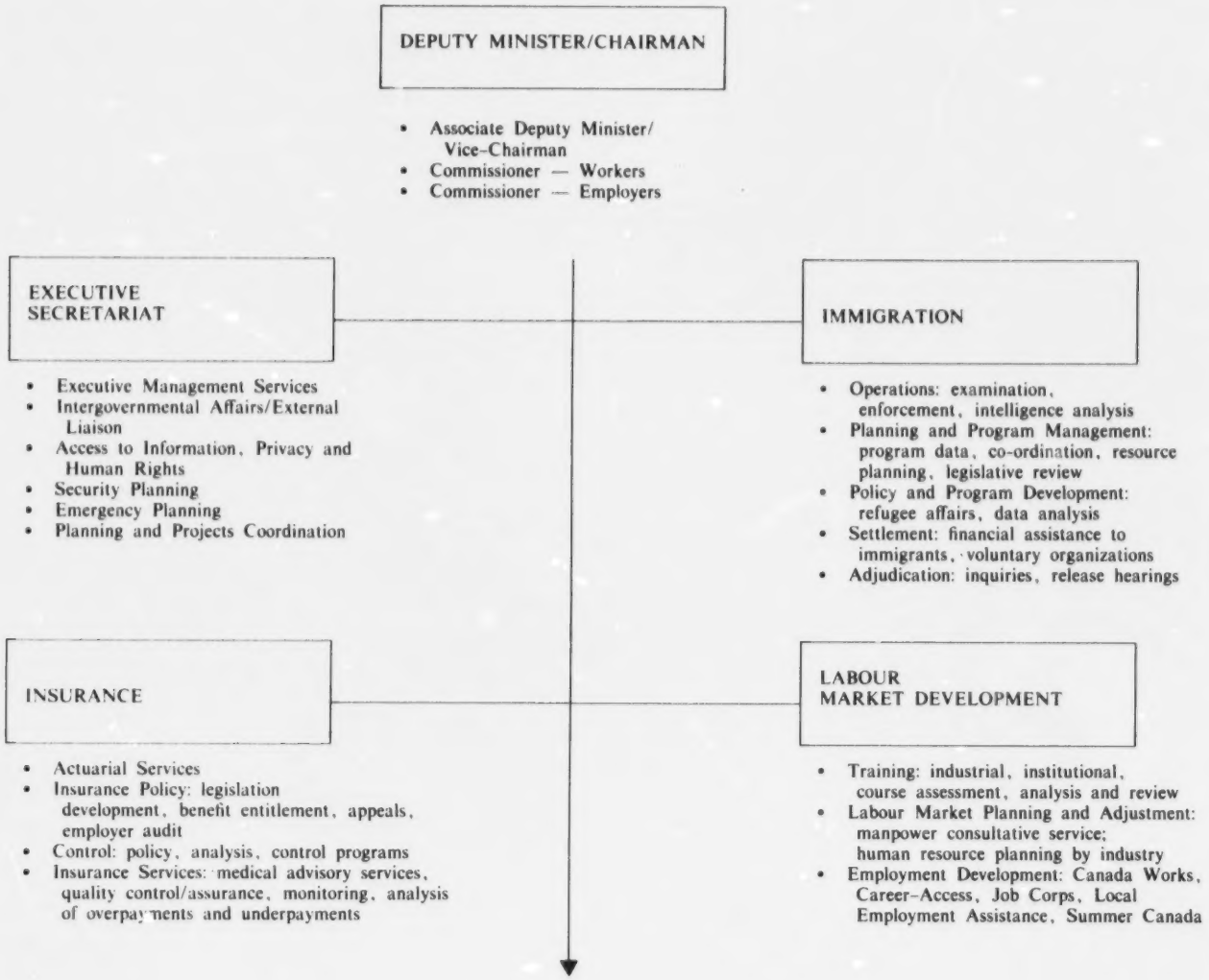
The only personal information maintained by the Corporation is that which relates to its employees.

Access Procedures

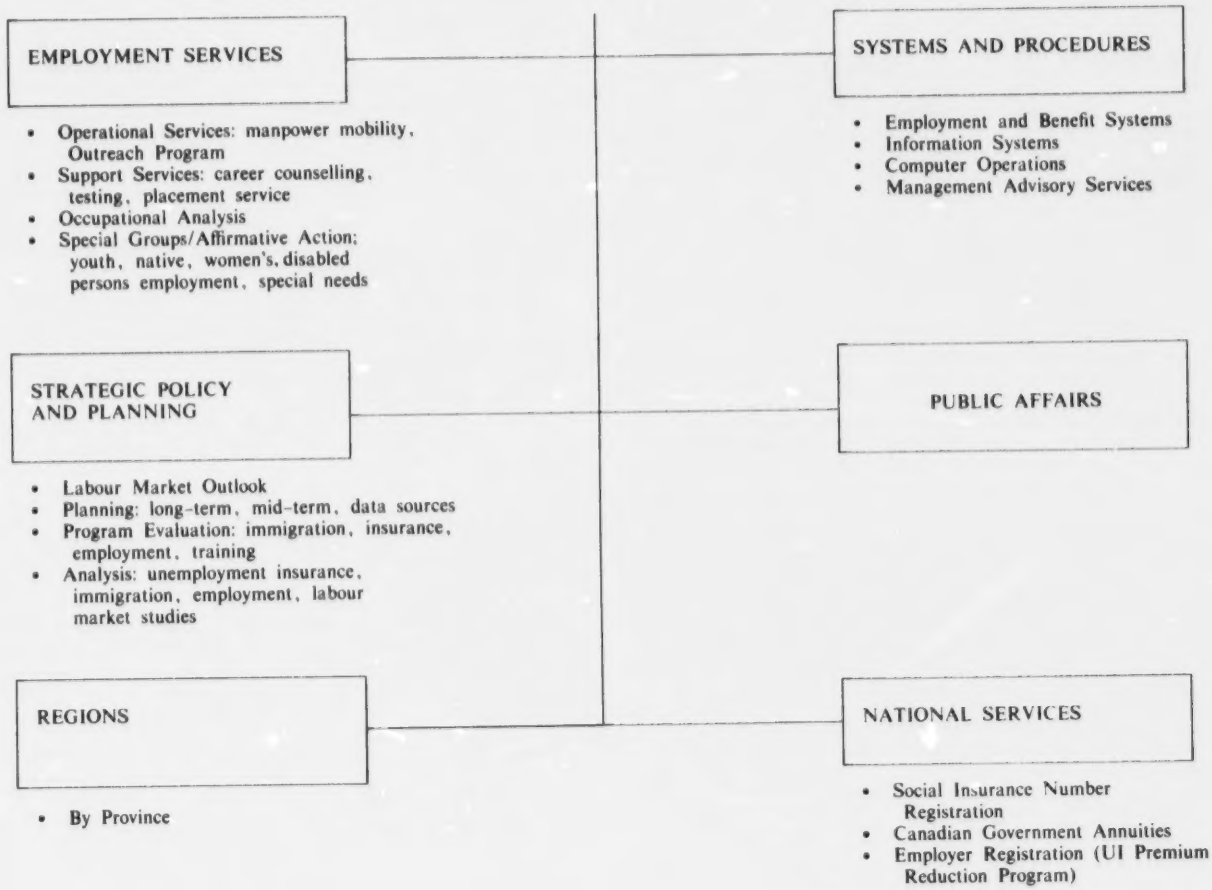
Please address any enquiries to

Access to Information and Privacy Co-ordinator
Canada Deposit Insurance Corporation
1808-112 Kent Street
Ottawa, Ontario
K1P 5W5

Canada Employment and Immigration Commission



Canada Employment and Immigration Commission



ACCESS TO INFORMATION
CO-ORDINATOR
PUBLIC RIGHTS ADMINISTRATION
EMPLOYMENT AND IMMIGRATION
CANADA
4TH FLOOR
PLACE DU PORTAGE, PHASE IV
HULL, QUEBEC
K1A 0J9

Canada Employment and Immigration Commission

Background

The Employment and Immigration Reorganization Act 1977 created the Canada Employment and Immigration Commission and a small associated Department of Employment and Immigration. Together they are responsible for all employment, unemployment insurance and immigration programs and services.

Four persons head the Commission: a chairman, who is Chief Executive; a vice-chairman; and two commissioners — one representative of workers and the other representative of employers. The Chairman and Vice-Chairman act as Deputy Minister and Associate Deputy Minister of the Department.

The Commission/Department's headquarters comprises nine major groups, each headed by an executive director. Four are directly concerned with services to the public — Immigration, Insurance, Labour Market Development and Employment Services. Three more provide professional, technical and administrative services — Systems and Procedures, Personnel, and Finance and Administration. The remaining two are Strategic Policy and Planning and Public Affairs. An executive secretary provides all services necessary to corporate decision-making, policy formulation, federal-provincial and international relations, and for administering Privacy, Human Rights and Access to Information legislation within the Commission.

The Canada Employment and Immigration Commission is further organized into ten regions responsible for administering some 900 points of service across Canada. Each region is headed, in the cases of Quebec and Ontario, by an executive director, and in all other instances, by a director general. The Commission employs across Canada about 25,000 staff.

Two other bodies report to Parliament through the Minister: the Canada Employment and Immigration Advisory Council, and the Refugee Status Advisory Committee.

Laws and Regulations

- Unemployment Insurance Act, 1971, SC 1970-71-72, c. 48 (excluding Parts IV and VIII) and associated regulations, i.e., Unemployment Insurance Regulations, CRC 1978, Volume XVIII, c. 1576 and the National Employment Service Regulations, CRC 1978, Volume XVIII, c. 1573
- Employment and Immigration Reorganization Act SC 1976-77, c. 54, including Part I — Employment and Immigration Department and Commission Act, and Part II — Canada Employment and Immigration Advisory Council Act
- National Training Act, SC 1980-81-82-83, c. 109 and Regulations
- Emergency Gold Mining Assistance Act, RSC 1970, c. E-5, Subsection 6(2)
- Reinstatement in Civil Employment Act, RSC 1952, c. 236
- Immigration Act 1976, SC 1976-77, c. 52 and Regulations
- Immigration Laws and Procedures Act, SC 1973-74, c. 28
- Employment Tax Credit Act, SC 1977-78, c. 4, s. 7
- Government Annuities Act, RSC 1970, c. G-6 and Regulations
- Government Annuities Improvement Act, SC 1974-75-76, c. 83
- Labour Adjustment Benefits Act, SC 1980-81-82-83, c. 89
- Labour Mobility and Assessment Incentives Regulations, CRC 1978, Volume III, c. 330
- Manpower Mobility Regulations, CRC 1978, Volume XIV, c. 1323
- Adjustment Assistance Benefit Regulations (Footwear and Tanning Workers), CRC 1978, Volume III, c. 317
- Adjustment Assistance Benefit Regulations (Clothing and Textile Workers), CRC 1978, Volume III, c. 316

General Information

Available free in every CEIC office are pamphlets, brochures and other publications covering a wide variety of programs and services offered by the Commission and some other departments and agencies, both federal and provincial. Publications of a general nature, if not available at local offices, may be procured through authorized Government of Canada bookstore agents and other bookstores, or by mail from the Publications Centre, Supply and Services Canada, Ottawa, Ontario, K1A 0S9.

Library Services are available at CEIC's Head Office and regional offices at the following addresses:

Head Office

Employment and Immigration Canada
Place du Portage, Phase IV
Hull, Quebec
K1A 0J9

Regional Offices

Newfoundland

Employment and Immigration Canada
P.O. Box 12051
167 Kenmount Road
St. John's, Newfoundland
A1B 3Z4

Nova Scotia

Employment and Immigration Canada
P.O. Box 2463
1888 Brunswick Street
Halifax, Nova Scotia
B3J 3E4

Prince Edward Island

Employment and Immigration Canada
P.O. Box 8000
199 Grafton Street
Charlottetown, P.E.I.
C1A 8K1

New Brunswick

Employment and Immigration Canada
P.O. Box 2600
565 Priestman Street
Fredericton, New Brunswick
E3B 5V6

Quebec

Employment and Immigration Canada
1441 St. Urbain Street, 9th Floor
P.O. Box 7500
Montreal, Quebec
H2X 2M6

Ontario

Employment and Immigration Canada
4900 Yonge Street
Suite 700
Willowdale, Ontario
M2N 6A8

Manitoba

Employment and Immigration Canada
Eaton Place
Room 710
330 Graham Avenue
Winnipeg, Manitoba
R3C 4B9

Saskatchewan

Employment and Immigration Canada
Financial Building
600-2101 Scarth Street
Regina, Saskatchewan
S4P 2H9

Alberta and Northwest Territories

Employment and Immigration Canada
5th Floor
9925 — 109th Street
Edmonton, Alberta
T5K 2J8

British Columbia and Yukon Territory

Employment and Immigration Canada
Royal Centre
1055 West Georgia Street
Box 11145
Vancouver, British Columbia
V6E 2P8

Access Procedures

Access Co-ordinator

In his role as Access Co-ordinator, the Executive Secretary is responsible for the administration of the *Access to Information Act* within the Department and can be reached at the following address:

Executive Secretary
Employment and Immigration Canada
13th Floor
Place du Portage, Phase IV
Hull, Quebec
K1A 0J9

A formal request, that is, a request under the *Access to Information Act*, must be made by completing an Access to Information Request Form and forwarding it to the following address:

Director
Public Rights Administration
Employment and Immigration Canada
4th Floor
Place du Portage, Phase IV
Hull, Quebec
K1A 0J9

The Management Group — "The Commission"

The Deputy Minister/Chairman, Associate Deputy Minister/Vice-Chairman, and the two commissioners make up the heads of the Commission/Department, and are appointed to undertake three essential roles: administrative management of CEIC; development of its relations with other agencies, governments and countries within a complex socioeconomic environment; and planning strategy for responding to immigration matters, labour market needs and unemployment problems. These four people are the immediate extension of the Minister and, under the provisions of the *Canada Employment and Immigration Commission and Department Act*, are referred to as "the Commission".

The Commission administers the *Unemployment Insurance Act* as amended, including jurisdiction over the National Employment Service and the *National Training Act;* the *Immigration Act* and various employment programs under *Appropriations Acts;* and the *Annuities Act*.

The Commission deals with legislative review and consequent amendments; regulatory changes; special applications of the legislation such as adjudication principles, labour conflicts, work-sharing agreements and job creation projects; appeals to the Federal Court; Unemployment Insurance (UI) premium rates; budgets impacting on the UI fund; appeals to the Commission concerning UI premium reductions; agreements with provinces or other countries; appointment of agents; delegation of authority to officers as employees of CEIC; annual reports to the Minister and Parliament; all submissions to Cabinet; and major directives to field offices concerning CEIC programs.

The two commissioners — one representing labour and the other employer interests — develop consultative mechanisms, dialogues, and information programs with business, union and employer associations and councils, keeping such groups well-informed on legislative, policy and program matters affecting them.

Internal Audit Bureau

The Internal Audit Bureau, which reports to the Deputy Minister, is responsible for audits conducted within CEIC. Programs external to and funded by CEIC are also subject to audit.

Internal Audit reviews and appraises the effectiveness and efficiency of all operational and financial procedures and systems and identifies areas for improvement.

Classes of Records

Internal Audit Bureau
EIC-10
Description: Information available on policies and procedures relating to audit plans. *Topics:* Guidelines for evaluating financial and human resources operational systems; long range audit plans; assessments of materiality, risks and other operational concerns; objectives of individual audit assignments; types of audits conducted; special audits requested by management covering unemployment insurance, employment services, labour market development, immigration, systems and procedures and such internal support function areas as financial, administrative and personnel services.

Working Papers
EIC-20
Description: Support and reference documents used by auditors in compiling audit reports. *Topics:* Procedures and guidelines for conducting an audit; tests performed, such as predetermined questionnaire format and content; information obtained from audits, and conclusions and recommendations.

National Audits
EIC-30
Description: Policies, procedures and guidelines for conducting national audits. *Topics:* Control and assessment reports on public property revenues; expenditure reports on unemployment insurance, employment services, immigration, labour market development, special programs and internal financial, administrative and other support services; efficiency and effectiveness reports on all operational and financial procedures.

Regional Audits
EIC-40
Description: Policies, procedures and guidelines relating to regional audits. *Topics:* Control and assessment reports of program and service delivery through local offices, including reception and enquiries

services, social insurance number applications and processing of Unemployment Insurance claims, as well as reports on the recruitment, selection, enforcement, exclusion and removal processes conducted by Canada Immigration Centre officers.

Executive Secretariat

This office, comprising six directorates, provides services necessary to corporate planning, policy formulation, federal-provincial and international relations and the application of public rights management. An extension of the Office of Chairman/Deputy Minister, it co-ordinates corporate executive decision-making, particularly deliberations on statutory matters.

Corporate policy formulation is affected by the range of programs and services offered to the public by CEIC; the provisions of acts and regulations governing the oepration of programs; government decisions altering the way CEIC operates, evaluates and pays for programs and services; and events occurring in federal-provincial or international relations.

Note: The Executive Secretariat uses virtually the entire CEIC records filing system; consequently, only those file series used on a regular basis are specified by classes for directorates.

Classes of Records

Secretariat
EIC-50
Description: Correspondence and policy on general activities. *Topics:* Enquiries on public rights management; policies governing corporate strategies, international relations and federal-provincial liaison; committee reports and minutes of meetings; association briefs, cabinet submissions and institutionally produced papers; proposals on corporate policy formulation, security and emergency planning and quality of service; records of decisions made by the Commissioners and Executive Committee; administration of the Secretariat.

Executive Management Services Directorate

This Directorate manages the processes governing CEIC's business conduct at the national level. It develops guidelines and support mechanisms affecting deliberations by the Commission proper, the Executive Committee, and other executive bodies; it provides all necessary secretariat support services including research, conference scheduling, minute preparation, follow-up control action and systemic control; it prepares specifically formatted briefing material used by the Minister; and it manages a computerized corporate correspondence control system operating from the deputy head's office, which includes a parliamentary returns unit.

Classes of Records

Executive Management Services
EIC-60
Description: Policy, correspondence and documentation concerning corporate strategy, planning activities and standing committee support services. *Topics:* Policy, background and legislation documents, agreements and committee procedures; Orders-in-Council; Commission documents, procedures for regular amendments and submissions to the Governor-in-Council; reports, minutes, records of deliberations; corporate level briefings, committee meetings, agendas, times and decisions (policy, administrative and management).

Intergovernmental Affairs-External Liaison Directorate

This Directorate maintains formal liaison with provincial governments and the private sector on all matters affecting major initiatives taken in the labour market, immigration or unemployment insurance areas; it advises the Minister and Senior Executive on interlocking interests with the provincial governments, on intergovernmental or international relations and on courses of action recommended by a variety of special task forces or committees. The Directorate also arranges conferences or visits by CEIC executives and prepares all associated material.

Classes of Records

Intergovernmental Affairs-External Liaison
EIC-70
Description: Information on social and employment legislation; policy and guidelines on federal-provincial co-ordination. *Topics:* Enquiries on federal-provincial relations; agreements negotiated in connection with immigration or employment policies; reports and briefs of parliamentary committees, government task forces and public associations affecting the interpretation of legislation or a variety of social issues; background on international and federal-provincial relations, and descriptions of decisions made.

Public Rights Administration

This Directorate co-ordinates CEIC responses to enquiries and access requests made under the *Access to Information Act* and *Privacy Act*, and develops measures ensuring that the *Canadian Human Rights Act* is effectively applied within CEIC; it sets policies, develops educational support, establishes mechanisms, and administers the public rights of Canadians in respect of the legislation; it responds to complaints lodged with any of the Information, Privacy, or Human Rights Commissioners; it notifies the public of access decisions taken, arranging where appropriate for the production of official files for scrutiny; and it acts as a monitoring body, gathering data on the operation of the legislation and providing reports to the Minister and public rights Commissioners.

Classes of Records

Access to Information and Privacy
EIC-80
Description: Policy and guidelines on Access and Privacy; statistical and personal information provided by enquirers in their access requests. *Topics:* Policies and procedures for each component of the legislation; background on legal interpretations of access rights; individual case files; statistical data on requests and complaints; documents concerning jurisprudence and records of policy decisions made by the Information and Privacy Commissioners; appeals and decisions; CEIC policies, procedures and measures encouraging access generally; administrative costs of public rights management.

Human Rights
EIC-90
Description: Information on policies, guidelines, complaints and other human rights matters. *Topics:* Policies and procedures relating to implementation of legislation; reports on the human rights field; background information relating to complaint activities; individual cases.

Emergency Planning Directorate

This Directorate centrally co-ordinates all emergency manpower planning for Canada through CEIC's headquarters and field offices as the National Emergency Agency for Manpower (NEAMAN). In liaison with emergency and security agencies, such as the Department of National Defence, the RCMP and Emergency Planning Canada, it issues policies, emergency procedures and periodic standing orders on alternatives for CEIC operations in the event of major disasters, wars or civil emergencies.

Classes of Records

Emergency Planning
EIC-100
Description: Information on legislation, policy, correspondence and contingency plans relating to emergencies, whether regional, national or international, that affect CEIC operations and its NEAMAN role. *Topics:* Policy, legislation, publications and manuals concerning peacetime planning, war measures (as outlined in the *War Measures Act*), and administration of emergency planning organizations; committee reports, briefs, submissions and action plans on international or interdepartmental liaison and action; regional contingency plans in the event of flood, famine, war or other disasters; references for other departments' emergency plans, their committees and agencies; NATO liaison and wartime planning; specific plans for bomb threats, earthquakes, nuclear incidents, oil spills, terrorism and strikes; training courses and civil and military exercises; administration of NEAMAN.

Security Planning and Co-ordination Directorate

This Directorate provides policy analysis and advice on security matters; it administers a special control program for receipt, storage and distribution of sensitive intelligence and security information and administers programs of co-operation with the RCMP.

Classes of Records

Security
EIC-110
Description: Policy guidelines and general correspondence on security and co-operation with the RCMP. *Topics:* Policies and procedures on personnel, physical, communications, EDP and administrative security; RCMP-CEIC co-operation; handling of immigration files at headquarters; Security Co-ordination Committee; minutes of meetings; briefs, reports, plans.

Planning and Projects Co-ordination Directorate

This Directorate manages specific corporate projects on behalf of the deputy head, and co-ordinates service delivery improvement strategies, such as the Qualiserv Intervention, the Canada Public Help Centre, and productivity studies; it acts as the deputy head's service improvement centre, promoting quality of service throughout CEIC and advising the corporate organization; and it undertakes special assignments outside the scope of normal program or responsibility areas.

Classes of Records

Planning and Projects
EIC-120
Description: Information on strategy, philosophy, policy and projects. *Topics:* Policy and correspondence on special projects, such as quality of service, action plans, strategies and parliamentary or cabinet documents; organization, mandate and administration of task forces, external public surveys and statistical results; philosophy and position papers from government and the private sector; applications of improvement strategies; indexes of government services, programs and listings in telephone directories; private sector handbooks, management texts and service pamphlets.

Immigration

This group, composed of four branches and one directorate, administers Canadian immigration law and the selection of immigrants and regulates the entry of refugees, temporary workers, foreign students, other visitors and tourists. Other responsibilities include assisting Canadian residents on their return to Canada, applying enforcement and control measures to protect the health, safety and good order of Canadian society, and assisting in settling recently arrived immigrants.

Immigration levels are influenced by Canadian labour market considerations, regional demographic needs and consultations with individuals and organizations, both domestic and international. Each year in his report to Parliament, the Minister announces proposed immigration levels for a specific time period; normally, special groups such as refugees are reflected in the projections but, in some cases, numbers of refugees might be increased as a result of unforeseen circumstances.

Manuals

- Employment Manual — note especially the following portions: Transportation Loans, Adjustment Assistance Program, Immigrant Settlement and Adaptation Program, Validation of Employment Offers
- Federal-Provincial Immigration Agreements
- Immigration Manual (IC) — security guidelines and procedures containing information defined as internal communications, such as security and criminal criteria relating to immigrants and visitors, and guidelines for detecting visa and passport forgeries
- Immigration Manual (ID) — guidelines and procedures on the collection of immigration information
- Immigration Manual (IE) — guidelines, procedures, instructions and background information on examinations at Canadian ports of entry, inland control, appeals and litigation, removals and security deposits (bonds)
- Immigration Manual (IL) — legislative component (including the *Immigration Act, 1976*) for the guidance of immigration officers
- Immigration Manual (IS) — guidelines, procedures, instructions and background information on the recruitment, selection and processing of immigrants and visitors abroad; inland control; appeals and litigation; removals; and security deposits (bonds)
- Occupational Demand and Area Report
- Primary Immigration Examination Directives — for customs officers at ports of entry dealing with the initial examination of persons seeking admission to Canada
- Transportation Directives — information to carriers of their responsibilities under the *Immigration Act* when conveying passengers to Canada
- Travel Information — international publication that includes Canadian passport and visa requirements
- Treasury Board Terms and Conditions — information regarding the Adjustment Assistance Program, Immigrant Settlement and Adaptation Program
- World Index — advises immigration officers and RCMP liaison officers, country by country, on security and criminal examination facilities, medical facilities, coding information and visa requirements

Classes of Records

Immigration
EIC-130
Description: Policy and correspondence on general immigration and demographic activities. *Topics:* Enquiries on adopting foreign children, such as refugees or orphans; refugee status and permanent residence requested by foreign nationals in Canada who wish to remain for political, ideological, economic and/or social reasons; bonds or security deposits for non-immigrants by "guarantors" such as transportation companies, churches or relatives; association briefs and submissions, including suggestions and proposals for amending immigration policies or procedures; federal-provincial relations regarding immigration policies and procedures, such as reciprocal agreements, exchange of information or amendments to policies and

procedures; policy on deserters and draft dodgers, including persons entering Canada legally or illegally who wish to remain as "landed immigrants" to evade compulsory military service or registration in the U.S. or elsewhere; Minister's permits representing his authorization for persons who wish to immigrate but who do not qualify under normal selection criteria; ports and posts operations abroad, including staffing requirements and operational responsibilities of immigration officers abroad; religious groups and sects, including comments or questions from individuals and/or associations on the application of the *Immigration Act and Regulations* to members of religious groups or sects; tracing of individuals, including requests from individuals or organizations seeking to locate persons who have immigrated to Canada.

Operations Branch

Through three directorates, this Branch administers the *Immigration Act and Regulations* as it pertains to the examination of persons seeking entry into Canada; facilitates entry of diplomats, temporary workers, foreign students and other legitimate visitors; denies use of Canadian territory to persons who are likely to engage in criminal, subversive or terrorist activities; prohibits inadmissible persons from entering Canada; removes from Canada those in breach of the provisions of the legislation; and explains and interprets, for immigration officers, other federal and provincial departments and agencies and concerned individuals, those sections of the legislation and policy that are the responsibility of the Branch.

Case Review Directorate

This Directorate is concerned with representations regarding the admission of immigrants, workers and students. It has the authority to resolve exceptional cases by means of Minister's permits, Special Review Committee discretion and Order-in-Council. The Directorate also administers the Act as it relates to preventing the movement to, admission to or continued stay in Canada of persons who are not permitted under the Act to enter or remain here. This responsibility involves the identification, apprehension, detention and prosecution of such persons, as well as protecting the Minister's interest in subsequent appeals and litigation to which these persons are entitled.

Classes of Records

Identification and Travel Documents

EIC-140

Description: Documents required to identify and admit persons who want to enter Canada. *Topics:* Description of regulations concerning identification and travel documents (such as passports, visas, crew lists and manifests, identification documents, immigration forms IMM-1000); and standards and procedures governing the validation or endorsement of such documents.

Enforcement

EIC-150

Description: General correspondence relating to enforcement activities. *Topics:* Policies and procedures concerning arrest or detention of persons in violation of the *Immigration Act and Regulations*; escapes from custody by those detained or arrested; co-operation amongst law enforcement agencies on immigration enforcement prosecutions under the Act and Regulations.

Exclusion and Removal

EIC-160

Description: Information on the policy and correspondence relating to the examination of persons refused entry to Canada or ordered to be removed. *Topics:* Adjudications on the conduct of immigration enquiries (case reports, presentations of evidence, decisions); discussion of appeals and litigation submitted to the Immigration Appeal Board and Federal Courts of Canada (denials of family class dependence, deportation of persons illegally in Canada); *Enforcement Information Index:* ("Lookout Index") for alerting examining officers of "undesirables" who might seek entry to Canada or, once here, seek to remain; definition of inadmissible classes of immigrants considered potential threats to the health and safety of Canadians; background material regarding immigration enquiries including case presentation, venue, legal counsel, criminal equivalencies, withdrawals of enquiries; matters relating to the Special Advisory Board, such as the examination of criminal intelligence reports concerning immigrants involved in criminal or subversive activities.

Procedures and Instructions Directorate

This Directorate administers the legislation as it relates to admission and enforcement procedures; to transportation companies, vehicles and crews coming into Canada; to inland investigations; to arrests and prosecutions, enquiries and appeals; and to removals and departure notices. The Directorate provides explanation, interpretation, instruction and guidance on the immigration legislation for immigration officers, other federal and provincial agencies and concerned individuals. It also interprets, disseminates and monitors immigration legislation by issuing and revising guidelines, procedures and instructions.

Classes of Records

Transportation

EIC-170

Description: Information on the transportation of immigrants to, from or within Canada. *Topics:* Transportation by air, land or sea; companies' obligations for the provision of examination facilities; payment of detention, removal and medical costs; deposit of security bonds for persons conveyed on companies' vehicles; responsibilities and regulations of travel agencies. *Retrievability:* Files are arranged by subject, company, committee or organization.

Special Events

EIC-180

Description: Information on examination, admission and control of persons seeking temporary entry to attend or participate in special events taking place in Canada. *Topics:* Policies and procedures on special events generally; championships and contests; the Commonwealth Games; expositions; the Olympic Games.

Examination

EIC-190

Description: Information on the conduct of immigrant examinations and the interpretation of customs regulations. *Topics:* Policies and procedures relating to the examination of potential immigrants and other persons seeking entry to Canada, including customs regulations on the clearance of settlers, their personal effects, baggage and pets; activities of the Interdepartmental Inspection Services Committee (IISC) and project methodology regarding, for example, transit studies (passenger traffic at Canadian airports); medical examinations of persons applying for admission to Canada (X-rays, medical functions, communicable diseases, quarantine regulations); "security" and "criminal" screenings for clearance of persons seeking temporary admission.

Analysis and Intelligence Directorate

This Directorate monitors the Branch's activities. It evaluates intelligence received from within CEIC, law enforcement agencies and other sources on persons and organizations with regard to illegal immigration practices.

Classes of Records

Monitoring and Analysis
EIC-200
Description: Documents used to monitor and evaluate operational aspects of the Immigration program. *Topics:* Information on data systems and monitoring activities to identify changes in program operations.

Enforcement Intelligence
EIC-210
Description: Information on the denial of entry to Canada of persons known to have been involved with criminal or other illegal activities. *Topics:* Exchange of intelligence information about persons who may try to enter Canada illegally to pursue unlawful activities.

Planning and Program Management Branch

Through its three directorates and the Legislative Review Committee, this Branch provides operational and administrative support to the Immigration Program in the following forms: program planning; performance measurement; creation and maintenance of computerized program data banks; staff training; operational guidance to personnel working at regional and local offices; review and amendment of the *Immigration Act and Regulations;* management-union consultations; and secretariat services.

Program Data Directorate

Responsibilities of this Directorate include the development, co-ordination, collection, verification and maintenance of computerized records on immigration activities and the creation and production of reports concerning such activities or their analysis. Information from computerized records is made available to CEIC offices at various levels and to the Public Affairs (information services) component of CEIC for delivery to the public. The Directorate is also responsible for storing and accessing all records on microfilm dealing with the status of individuals, i.e., immigrant and visitor documentation.

Classes of Records

Data Systems
EIC-220
Description: Information on systems used for gathering or amending statistics and other types of information necessary for the operational support of the immigration function and programs. *Topics:* Information systems generally; standard statistical coding for completing forms; information-gathering systems (employment clearance, occupation, transportation tables, native language); data systems (immigrants abroad and in Canada, permanent residents, monthly program reports, special information retrieval procedures, foreign nationals visiting Canada). *Storage Medium:* Microfilm, magnetic tape or disk.

Records of Entry
EIC-230
Description: Vital statistics (surname, given names, date of birth, Canadian port of entry), of all persons entering Canada. *Topics:* Definition of a permanent resident; of a Canadian citizen; of a deemed resident; of a returning resident; of an unregistered child born abroad of Canadian parents; of a non-immigrant; of a visitor; of a student; of a temporary worker; of a ministerial permit; of a ship deserter; of deportation (expulsion orders, deportation orders, deportation reports, departure notices, confirmations of departure). *Retrievability:* Master index files arranged by surname; ships' names by port of entry; port of entry (arrivals); crew lists by ship's name. *Special Access Note:* Records of entry dated before January 1908 are in the custody of the Public Archives of Canada.

Co-ordination and Liaison Directorate

This Directorate co-ordinates Immigration and Demographic Policy inputs into CEIC and government programs and co-ordinates and implements CEIC and government policies, procedures and guidelines at headquarters. Support is given to the Minister by providing material pertaining to the immigration program and the processing of correspondence addressed to him on immigration matters. The Directorate provides secretariat services to immigration management committees; supports the delivery of the immigration program (development of staff training materials, manual production, forms management, co-ordination of production and delivery of immigration officers' uniforms); co-ordinates the Immigration Group's response to requirements associated with the Access to Information and Privacy legislation and negotiates and liaises with External Affairs on the funding and the delivery of programs abroad, secondments, visa officer training and other unresolved matters.

Resource Planning and Control Directorate

This Directorate provides immigration input to CEIC planning, budgeting and expenditure control processes and is responsible for the monitoring and analysis of the immigration program.

Legislative Review Committee

The Chairman of legislative review maintains and provides information and advice on the origin, intent and interpretation of the *Immigration Act* and related legislation. He establishes and manages systems concerned with the design and analysis of proposals for new or amended legislation.

Policy and Program Development Branch

This Branch administers policy, sets priorities and provides guidance to immigration field offices on the admission of immigrants and visitors. In particular, this includes levels of immigration, by classes and categories, in response to such concerns as occupational demand in the Canadian labour market; humanitarian considerations relating to the relief of refugees; social policies reflected in family reunification programs; or the need for temporary admission for study or for seasonal or other short-term employment.

Levels of immigration are formulated on the basis of analysis and consultation relating to each of the three classes of the immigration intake. In the labour market, the object is to select workers with specific skills needed to meet labour force shortages in Canada.

The number of refugees admitted each year is set out in an annual refugee plan specifying a global number of refugees to be accepted and allotment areas from which they are to be selected. This plan is formulated in consultation with private groups, provincial governments and the United Nations High Commission for Refugees.

The number of family class applicants admitted has a direct relationship to the number of applications submitted each year by family members already residing in Canada.

Policy Development Directorate

This Directorate develops policy on levels and composition of immigration to Canada. Consultation occurs with provincial governments and with other agencies both public and private. It is responsible for preparing submissions to Cabinet and an annual report to Parliament and for developing admission policy on students and non-immigrant workers.

Canada Employment and Immigration Commission

Classes of Records

Admission of Applicants to Canada
EIC-240
Description: Information on policies concerning the admission of applicants to Canada. *Topics:* Policies on area visits to foreign countries by External Affairs officials to assess the "acceptability of admission" of persons seeking entry to Canada (includes application of selection standards, such as sponsorship criteria for family reunification made by Canadian citizens or landed immigrants); policy and background on recruitment by occupational groups in accordance with demand for specialized labour (especially doctors, dentists, and lawyers); descriptions of point systems for assessing applicants (factors considered include education and training, employability and the personal assessment of the examining officer).

Refugees and Displaced Persons
EIC-250
Description: Policies, procedures and general information on the admission of refugees and displaced persons. *Topics:* Policies and procedures on emergency situations in which large numbers are displaced from their homes or homeland because of war, revolution or natural disaster; descriptions and policy on promises and guarantees for sponsorship, medical aid and settlement programs by churches, organizations, institutions or individuals on behalf of refugees; background on information exchange programs between CEIC and provincial or international governments and agencies, such as the International Institute of Humanitarian Law, the Annual Refugee Plan, the United Nations High Commission for Refugees and the Refugee Status Advisory Committee. *Retrievability:* Files are arranged by subject, country, organization or group.

Regional Policy and Program Relations Directorate

This Directorate develops federal guidelines for federal-provincial consultations required by the *Immigation Act* and co-ordinates such consultations; develops or modifies immigration agreements with the provinces, both in general and in specific policy areas, such as refugees, settlement and foreign workers; manages and monitors existing agreements with provinces; provides advice to management on the need for new programs or other efforts; and develops new approaches to meet current and future needs.

Program Development Directorate

This Directorate is responsible for the development, management and administration of all Commission programs governing the admission of specific categories of immigrants and visitors. These include those programs related to temporary workers, students, academics, entertainers, domestics, medical doctors, seasonal farm workers, carnival workers, entrepreneurs and self-employed persons, engineers, graduate assistants and adoptions.

Refugee Affairs Directorate

This Directorate is charged with the development and monitoring of CEIC programs for refugees and other humanitarian programs and for designing the processes and the selection standards by which to give effect to these policies. It also maintains liaison with other government departments concerned with refugee affairs, specifically External Affairs and other private interest groups. The creation and maintenance of records reflects the need to maintain a viable system of retention and access to a wide variety of material required to carry out these functions, e.g., background material on refugee situations in other parts of the world, and procedural and policy advice to the field.

Settlement Branch

This Branch is concerned with promoting a smooth transition to a new life in Canada for refugees and others who immigrate here. The Branch administers the various programs of financial assistance to immigrants, such as transportation loans and contributions to cover the basic needs of life. Contributions are also made to voluntary organizations involved in providing settlement services to newcomers, including interpretation and counselling. Forms of assistance other than financial are also provided, such as reception and accommodation services and the matching of refugees to Canadian sponsors.

Classes of Records

Settlement Assistance and Transportation Loans
EIC-260
Description: Policy and correspondence on programs designed to help immigrants adjust to Canadian life. *Topics:* General settlement assistance; emergency adjustment assistance for accommodation, clothing, medical services, education and training; co-operation with ethnic organizations; government funding for voluntary immigrant agencies; reception and counselling services in Canada and abroad; assisted passage loans provided to those persons accepted as permanent residents. *Storage Medium:* Videotaped television programs on racial relations.

Adjudication Directorate

This Directorate conducts enquiries to determine whether a person who wants to come into Canada may do so or whether a person already in Canada will be allowed to stay or will be required to leave. It also conducts release hearings concerning individuals detained under the *Immigration Act* for longer than 48 hours.

Classes of Records

Adjudication
EIC-270
Description: Information on the *Immigration Act and Regulations* and related legislation and on adjudication functions and activities. *Topics:* General correspondence relating to the *Immigration Act and Regulations* and related legislation and to adjudication policy, functions and activities; correspondence relating to delegations of authority, legislative history, projects, drafts and proposed changes to immigration legislation; correspondence relating to adjudication proposals pertaining to the *Act and Regulations*, various legislation that may impact on immigration policies and procedures, including the effect of Section 24(2) of the Charter on the *Immigration Act* that deals with cruel and unusual punishment, arrest and detention; correspondence relating to comments on the proposed U.S. *Immigration Reform Bill*, information and articles on natural justice, bias, fairness, judicial notice, the position of the Adjudication Directorate and its relationship with other Commission employees, the image of the adjudicator and the nature and scope of the adjudicator in quasi-judicial procedures; appeals policy; individual cases before or decided by the Supreme Court of Canada (SCC), the Federal Court of Canada (FCC) and the Immigration Appeal Board (IAB); appeals launched by the Minister and the appeals procedure; statistics on the number and disposition of cases appealed and cases taken to the SCC, FCC and IAB; case summaries concerning appeals; correspondence relating to citizenship laws in Canada and in other countries, registration of birth abroad, domicile, nationality, and claims of Canadia citizenship put forward during enquiries; correspondence relating to enforcement activities; correspondence, directives from the Operations Branch relating to policy concerns of interest to the Adjudication Directorate; correspondence relating to the Minister's authority under Section 37 of the *Immigration Act;* material on offences under the *Immigration Act;* correspondence, background material and United Nations material relating to refugees and displaced persons,

refugee claims made at enquiries, studies and statistics concerning refugees and displaced persons, including correspondence and reports on the working group on the Refugee Status Determination Process; correspondence relating to Section 35 of the *Immigration Act* and Section 35 of the *Regulations;* correspondence relating to security certificates for visitors and others under Section 39 of the *Immigration Act*.

Adjudication Inquiries
EIC-280
Description: Information on policies and procedures with respect to conducting immigration enquiries, hearings, presentation of evidence, and decisions under the *Immigration Act and Regulations*. *Topics:* Correspondence relating to policies and procedures with respect to conducting immigration enquiries, hearings, presentation of evidence and decisions under the *Act and Regulations;* correspondence relating to policies and procedures concerning the adjournment of enquiries, policies relating to adjournments specifically required by the *Immigration Act and Regulations*, policies relating to adjournments granted at the discretion of the adjudicator in accordance with the Act and Regulations, problems related to R35 and the jurisdiction or requirement to resume an inquiry, correspondence relating to counsel, and conduct of counsel at an inquiry; correspondence relating to decision-making, consistency and reasons for decisions, policy on decisions regarding discretionary entry under A 19(3), policy on the application of discretion under A 32(6), the adjudicator's discretion pursuant to A 33 relating to the inclusion of family members in a deportation order or departure notice, including dependent family members; correspondence relating to the rules of evidence, the nature and form of evidence at enquiries, and the problems concerning evidence in a general manner, compellability of witnesses to testify at an inquiry, the use of judicial notice at an inquiry; correspondence relating to the appointment of representatives under Subsection 29(5) of the *Immigration Act*, and the role of a guardian, procedures required for the appointment of representatives and guardians pursuant to the *Immigration Act;* correspondence and articles relating to substantive and procedural issues concerning the jurisdiction of an adjudicator to proceed with an inquiry, procedural and substantive questions of jurisdiction when the person concerned does not appear for inquiry, issues concerning jurisdictional problems arising from the departure of the person concerned from Canada and the execution of departure notices, the issue of whether an adjudicator may proceed with an inquiry when a previous inquiry concerning the same individual has been held on the same allegation, substantive and procedural problems arising when a narrative report, used for humanitarian consideration, is brought into question at inquiry, issues regarding Subsection 12(2) of the *Immigration Act*, withdrawal of report and direction, correspondence relating to permanent residents' right of entry, persons seeking to enter Canada as returning residents, loss of permanent residence of persons already in Canada; correspondence relating to procedural requirements to be followed at an inquiry, official languages, explaining consequences, retention of counsel, including transfer of location for the hearing of an inquiry and the use of interpreters at enquiries, rules, procedures and statistics dealing with Subsection 115(2) of the *Immigration Act;* correspondence on status, A 27(2)(e), expiration of status and extension of status, explicit and implied; correspondence and Operations directives relating to the removal of persons found at an inquiry to be in violation of the *Immigration Act*.

Detention
EIC-290
Description: Information on policies and procedures with respect to provisions pertaining to detention. *Topics:* Correspondence relating to policies and procedures on the various provisions pertaining to arrest and detention; correspondence relating to the jurisdiction of an adjudicator to review the reasons for detaining an individual, to the form and content of bonds for release, to forms, such as directives to institutions; report and related correspondence on detention studies conducted on a local or national basis; reports to the Minister on persons detained; correspondence relating to the exercise of discretion with respect to releasing an individual; correspondence relating to the requirements of holding both 48-hour and seven-day reviews, and to parallel detention; correspondence relating to the post-release of individuals from immigration detention, to decisions by adjudicators to retake an individual into custody, and to the change of terms and conditions that are imposed upon the release of an individual from detention; correspondence relating to procedural problems of holding hearings and effecting decisions resulting from hearings, in particular, problems arising from dual detention; correspondence relating to the nature of terms imposed upon the release of an individual from detention.

Status
EIC-300
Description: Information on policies and procedures pertaining to grounds for removal and admissibility. *Topics:* General correspondence relating to policies and procedures pertaining to grounds for removal and admissibility; correspondence relating to inadmissible classes of individuals, interpretive and procedural matters concerning removable classes of individuals at ports of entry; correspondence relating to removable classes inland policies and procedures, and policies relating to reports on visitors and other persons pursuant to Section 27(2)(a) of the Act; correspondence and policy papers on sections of the *Immigration Act* relating to criminal offences and on shifting offences in Canada; conditional and absolute discharges, expungements, pardons, amnesties, juvenile offenders, convictions where the Crown has an election of procedure, and policy papers relating to equivalencing foreign offences to criminal offences in Canada; correspondence relating to eluding examination or inquiry under A 27(2)(f), dealing with the nature of employment, the lack of and loss of funds, welfare recipients and to paragraph A 27(1)(f) and A 27(2)(e) of the *Immigration Act;* correspondence and policies relating to admission by fraudulent or improper means under A 27(1)(e) and A 27(2)(g) of the Act and to memoranda of an interpretive and procedural nature dealing with grounds of removal for medical reasons; correspondence relating to inadmissible classes under A 19(1)(h) of the *Immigration Act* and to persons who have entered Canada as visitors and remain after ceasing to be a visitor; correspondence relating to the nature of authorizations, employment authorizations and student authorizations; correspondence relating to the application and interpretation of specific requirements of the *Immigration Act and Regulations*, paragraph A 19(2)(d) of the Act, to immigrant and visitor visas, Section 9 of the Act and Sections 13 and 14 of the Regulations, to requirements under A 18 and their relationship to A 19(2)(d), and to the interpretation and application of 27(1)(b), 26(1)(c) and R23; correspondence relating to the requirements under Section 27(2)(h) and Section 19(1)(i) and the effect of inclusion under Section 33.

Insurance

This group develops and executes legislation, policies, programs and systems for the payment and control of unemployment insurance. It is also responsible for promulgating policies, guidelines and procedures for the delivery of insurance services; for providing CEIC with actuarial services and advice concerning the strategy and operations of the Unemployment Insurance Program and the Government Annuities Program; and for responding to ministerial enquiries.

In addition, the group develops legislative proposals and policies pertaining to the unemployment insurance premium reduction program, which provides for the granting and control of premium reductions to employers with qualified wage loss replacement plans. The group, moreover, represents the Commission in submitting or contesting appeals to higher courts with respect to decisions made concerning payments to individuals or the granting of premium reductions to employers.

Insurance develops and recommends to the Commission objectives, goals, strategies, regulatory changes, priorities and action plans to provide a basis for long- and short-range operational planning and to provide a basis for measurement of performance.

Manuals

- Policy Guidelines (MANUIC I) — approved CEIC policies for administering the payment or the granting of benefits to individuals and employers as well as policies concerning disciplinary measures when the Act is contravened, criminal activities, the disruption of postal services, appeal issues and the protection and safety of CEIC employees
- Benefit Manual — procedures governing the processing of initial, renewal and revised claims and related appeals
- Digest of Benefit Entitlement Principles — principles (based on and derived from an analysis of applicable legislation and jurisprudence) to be applied in determining entitlement to unemployment insurance benefits
- Benefit Policy Circulars — used by the Benefit Policies Branch to communicate changes in policies and procedures concerning entitlement determination and appeals
- Umpire's Decisions (Canadian Umpire Benefits — CUB) — published decisions of the Umpire involving entitlement to unemployment insurance benefits
- Index of Umpire Decisions — pertinent decisions handed down by Umpires, the Federal Court of Canada and the Supreme Court since 1971 on entitlement to unemployment insurance benefits
- Investigation and Control Manual — policies, programs, directives and procedures governing the investigation and control of UI benefits
- Employer Guide — Automated Report on Hirings (ROH) — guidelines for employers who participate in the program to detect fraud and abuse by forwarding to CEIC computer-generated listings of newly hired workers
- Employer Guide — Automated Earnings Reporting System — guidelines for employers who participate in the program to detect fraud and abuse by forwarding employee earnings information to CEIC via computer tape
- Dictionary of Medical Yardsticks — a reference book used in determining entitlement to sickness benefits, which contains normal periods of incapacity for some 500 incapacitating conditions
- Premium Reduction Manual — policies, principles and procedures for processing applications for and determining entitlement to a UI premium reduction, also procedures and guidelines for auditing employers who are granted a reduction

Classes of Records

Enquiries
EIC-310
Description: Enquiries to the Minister and senior commission officials. *Topics:* Guidelines for handling enquiries; individual files showing the receipt, processing, and preparation of replies; analyses of correspondence received; reports.

Actuarial Services Directorate

This Directorate provides CEIC with actuarial services and advice concerning the strategy and operations of the Unemployment Insurance Program and the Government Annuities Program. Advice and services are provided on specific projects of an actuarial nature; on assessing proposals in relation to predetermined objectives and criteria; on actuarial determination of minimum and maximum weekly insurable earnings, annual employer and employee premium rates, rates of premium reduction in respect of qualified wage-loss replacement plans, actuarial projections of costs and revenues under the UI accounts, actuarial determination of liability and interest credit and surplus or deficit in respect of the Government Annuities Account; on actuarial analysis of the financial experience of the Unemployment Insurance account and of the mortality experience under government annuities. Much of the advice is required by law (the *Unemployment Insurance Act*, *Government Annuities Act* and *Government Annuities Improvement Act*).

Classes of Records

Actuarial Services
EIC-320
Description: Policy, legislation and actuarial criteria for determining financial parameters and analysing the experience under the Unemployment Insurance and Government Annuities programs. *Topics:* Actuarial services policy and correspondence; advisory committee reports; operations of the Annuities Program; budgets, expenses and administration; contributions; premium reductions and benefits; cost estimates and premium revenue estimates; *Unemployment Insurance Act and Regulations* (assessment and development of amendment proposals to the Unemployment Insurance program), statistical reports and labour force data; interface of Unemployment Insurance program with guaranteed income proposals; other agencies (briefs, views and proposals from public and private sectors); background on the Society of Actuaries and miscellaneous internal working files; public relations and special briefings; supplementary survey from Statistics Canada; Supplemental Unemployment Benefit plans; WLR plans (planning, development and operational activities under the registration program of qualified WLR plans); program evaluation; comprehensive review of Unemployment Insurance in 1980s.

Insurance Policy Branch

This Branch, through three directorates, develops legislative proposals, policies, directives and guidelines governing the eligibility for and the payment of unemployment insurance benefits, training, mobility and immigration assistance allowances to individuals. The Branch also develops and maintains an appeal system for the Commission, employers and dissatisfied claimants. Similarly, the Branch develops legislative proposals and policies for granting unemployment insurance premium reductions to employers, for reviewing decisions denying a reduction and for auditing employers granted a reduction.

Policy and Legislation Development Directorate

This Directorate develops policies relating to the payment of Unemployment Insurance benefits, the payment of training and mobility allowances to certain individuals and settlement allowances to immigrants, the coverage and insurability of employed persons, and the granting of unemployment insurance premium reductions to employers. In addition, the Directorate develops the unemployment insurance legislation required for implementing these policies and processes them through the Commission, the Department of Justice and ultimately the Governor-in-Council or Parliament. The above involves the review and analysis of briefs submitted to the Commission, the preparation of discussion or position papers, and liaison with the provinces and other countries on matters impacting on Unemployment Insurance legislation.

This Directorate also develops legislative proposals, policies and guidelines pertaining to the insurability of employment, and reviews and monitors the application of unemployment insurance legislation by Revenue Canada Taxation (RCT). It also develops policies for the Interstate Benefit Program and develops policies for and administers the Supplemental Unemployment Benefit (SUB) program. Other responsibilities include the co-ordination and development of policies and procedures for the Labour Adjustment Benefit Program.

Classes of Records

Policy and Legislation Development
EIC-330
Description: Policies, draft legislation, correspondence related to the Unemployment Insurance program and other benefits or allowances provided by CEIC. *Topics:* Legislative reviews, procedures, information and policy papers on eligibility for sickness and maternity benefits; entitlement to benefit; payments to certain classes of individuals, such as students and techers; deceased or incapacitated claimants; monies considered as earnings for benefit purposes; payment of allowances to employers providing training programs or to persons undertaking approved training; mobility grants; settlement allowances to immigrants; coverage and insurability of employed workers; the granting of unemployment insurance premium reductions to employers.

Briefs and Representations
EIC-340
Description: Information on recommendations for change in the Unemployment Insurance program and legislation. *Topics:* Views and reaction to Unemployment Insurance legislation; briefs on amendments to programs or legislation received from interested parties.

Coverage and Premium Policy
EIC-350
Description: Policies on the insurability of employment. *Topics:* Correspondence on the insurability of employment; policy and legislative proposals; operational guidelines; agreements on the insurability of certain classes of workers; matters dealing with formal coverage rulings; insurability appeal; liaison with Revenue Canada Taxation (RCT); minutes of CEIC/RCT Appeal Review Committee; review of RCT rulings; premium refunds; minutes of coverage committee meetings; activity reports.

Supplemental Unemployment Benefits
EIC-360
Description: Information on the approval of Supplemental Unemployment Benefits plans. *Topics:* Policies and guidance; approval of Supplemental Unemployment Benefits plans; activity reports.

Labour Adjustment Benefit
EIC-370
Description: Information on the administration of the Labour Adjustment Benefit Program. *Topics:* Policies, procedures and correspondence pertaining to the labour adjustment program; activity reports.

Benefit Entitlement Directorate

This Directorate develops and issues national policies, programs and guidelines concerning the entitlement to and the payment of unemployment insurance benefits to individuals who are unemployed and to workers who are off work due to sickness, disability, pregnancy or adoption. The Directorate also prepares and distributes circulars and work instruments for use by Unemployment Insurance agents and provides guidance or decisions to the regions in complex cases. Case analyses with national application are prepared and distributed to the field for reference purposes.

The Directorate also develops legislative proposals and policies pertaining to the unemployment insurance premium reduction program and develops and administers a review system for employers and develops and maintains an audit function of employers granted a reduction.

Classes of Records

Benefit Entitlement
EIC-380
Description: Policies and correspondence concerning entitlement. *Topics:* Eligibility for benefits; interruption of earnings; antedating of an application; week of unemployment; earnings; voluntarily leaving an employment; misconduct; labour disputes; refusal of employment; availability; making application in the prescribed manner; inmates of prisons; residence outside Canada; sickness; maternity; entitlement at age 65; fishermen; other benefits (such as supplemental unemployment benefits); retroactivity of decisions; financial penalties under Section 47 of the *Unemployment Insurance Act;* boards of referees. *Special Access Note:* For more information on the above, consult the *Digest of Benefit Entitlement Principles.*

Ancillary Policies on Benefit Entitlement
EIC-390
Description: Policies and correspondence on issues not classified under the previous class of records. *Topics:* Work-sharing arrangements; job creation; courses of instruction; entitlement to benefits for teachers; overpayments resulting from retroactive decisions.

Claims Analyses
EIC-400
Description: Case files containing recommendations and decisions on complex or unique situations. *Topics:* Legislative and regulatory basis for the area of concern; background and jurisprudence; relevant data of the case; decision and rationale.

Premium Reduction Program
EIC-410
Description: Information on policies and audits pertaining to premium reduction. *Topics:* Legislative and regulatory proposals; policy statements; appeals; development of an approach to auditing employers; audit reports.

Appeals Directorate

This Directorate develops and maintains a national Unemployment Insurance appeal system. This includes developing and implementing national policies and programs arising from legislation and established jurisprudence. The Directorate also provides all services necessary to process appeals at each level of the system, namely, the Board of Referees, the Umpire and the Federal Court of Appeal. Canadian Umpire Benefit Decisions (CUBs) are published and provided to the field for reference purposes.

Classes of Records

Appeals
EIC-420
Description: Policies, procedures and correspondence on the national appeals system. *Topics:* Policies and programs relating to appeals to the Board of Referees, the Umpire and the Federal Court of Appeals; procedures for each level of the appeal process; appeal files containing documentation relating to the point at issue; files containing decisions handed down; analyses of the Umpire's decisions; publication and distribution of Umpire's decisions; individual requests for guidance; activity reports.

Control Branch

The Control Branch, through its four components, develops, tests and executes policies, programs and procedures for the prevention, detection and deterrence of fraud and abuse in the areas of Unemployment Insurance benefits. The Branch also develops priorities and objectives for the various control activities and assesses overall performance in this regard.

Canada Employment and Immigration Commission

Control Policy Directorate

This Directorate reviews and develops policies and guidelines for the investigation and control of all matters relating to unemployment insurance benefits. The Directorate also provides functional guidance to the regions.

Classes of Records

Control Policy

EIC-430

Description: Policies, recommendations, correspondence on investigations, prosecutions, administrative penalties, exchanges of information and co-operation in the area of investigations and control. *Topics:* Analysis of problems and issues; analysis of institutional and operational impact; policies regarding investigations and prosecutions; also includes policies and strategies in areas like agriculture, fishing, and fur trapping; policies governing the conduct of investigators, the exchange of information with federal departments, the provinces or law enforcement agencies; liaison with internal organizational components.

Planning and Analysis Division

This Division develops and maintains the overall plans and strategies and co-ordinates the various activities within the Control Branch. It also develops operational guidelines, sets priorities and objectives and, by means of an information system, assesses the performance of the Control Branch.

Classes of Records

Planning and Analysis

EIC-440

Description: Information on overall planning, co-ordination and analysis of activities and strategies. *Topics:* Consultations on national and regional goals and objectives; minutes of national conferences, meetings and seminars; operational planning activities; project outlines; general matters dealing with control of abuse and fraud; analysis of operational statistics; prosecutions and fines; financial penalties under Section 47 of the Act; criminal activities. *Storage Medium:* Magnetic tape or disk for certain statistical or activities reports.

Control Programs Directorate

This Directorate identifies, researches, develops, implements and maintains programs, strategies and guidelines to detect, deter and prevent abuse and fraud in the payment of unemployment insurance benefits. This includes computerized and non-computerized programs and systems directed at national, regional and local levels. It also develops, implements and maintains a national Quality Control Program, an Investigation and Control Officer Training Program, an *Investigation and Control Manual*, and other ancillary services necessary to the control function in the field.

This Directorate also develops and maintains control programs based on the receipt of periodic reports from employers concerning the hiring or employment of workers. The Directorate enters into agreements with employers on behalf of the Commission and utilizes the data on unreported work or earnings to deter or reduce the incidence of improper benefit payments. Strategies, systems and procedures are developed and implemented as appropriate.

Classes of Records

Control Programs

EIC-450

Description: Procedures, correspondence on control programs, investigations and prosecutions. *Topics:* Correspondence, publicity, evaluations on control programs, such as Report on Hirings; guidelines, procedures, correspondence on investigations; authority of investigators; third party or anonymous information; liaison with law enforcement agencies; financial penalties provided for under Section 47 of the *Unemployment Insurance Act;* guidelines and procedures for prosecutions; operational and statistical reports.

Control Programs — Payment of Unemployment Insurance Benefits

EIC-460

Description: Information on guidelines and strategies for the development of control programs. *Topics:* Voluntary disclosures; research projects; pilot projects, like the Atlantic Survey Unit; control program proposals; approved programs and lead- gathering initiatives for detecting and preventing fraud and abuse; control programs for certain industries, occupations or special classes, e.g., agriculture, fur trapping, forest fire fighters, multiple Unemployment Insurance claims, undeliverable T4Us, Record of Employment.

Control Programs — Social Insurance Numbers

EIC-470

Description: Information on the development of controls for the social insurance number (SIN). *Topics:* General correspondence; discusion papers; enquiries; investigations concerning the issuance of SINs to immigrants who are not permanent residents; issuance of distinctive SINs (commencing with a "9") to Canadian citizens; persons with multiple SINs; possible fraud involving SINs of deceased persons; transmission of questionable SINs.

Manual Report on Hirings

EIC-480

Description: Manual system used by employers to report hirings. *Topics:* General information on the manual subsystem; problems and revisions of the subsystem; interface with the computer group (Systems and Procedures).

Automated Earnings Reporting System

EIC-490

Description: System used by employers to report earnings information to the Commission by computer tape. *Topics:* General information on the computerized subsystem; problems and revisions of the subsystem; testing procedures; systems interface with the computer group; reports on possible overpayments of Unemployment Insurance benefits.

Automated Report on Hirings

EIC-500

Description: System used by employers to report hirings by computer printouts, punch cards or computer tapes. *Topics:* General information on the computerized subsystem; guidance to participating employers; interface with individual employers on the computerized programs.

Insurance Services Branch

This Branch is responsible for developing policies, directives and guidelines for the operational delivery of insurance programs through the Canada Employment Centres (CECs). The Branch is also responsible for developing policies pertaining to the related medical advisory services for sickness and maternity claims. Other responsibilities include the monitoring and analysis of insurance services and the development and maintenance of a comprehensive tracking system.

Medical Advisory Division

This Division formulates, develops and tests operating policies and develops policy guidelines related to claims for sickness and maternity benefits. The Division also acts as a co-ordinating body for medical claims submitted for the attention of the medical advisors.

Classes of Records

Medical Advisory Services
EIC-510
Description: Information on operating policies pertaining to sickness and maternity claims. *Topics:* Correspondence with the medical profession at large or with medical associations; guidance to regions on independent medical examiners; schedule of medical fees by provinces; fees for independent medical examiners; operational procedures; copies of case files containing documents relating to medical claims; activity and statistical reports.

Insurance Program Services Directorate

This Directorate develops, tests and institutes national insurance operational policies and programs related to the claim processing cycle and related functions, such as the Record of Employment (ROE) and Employment Market Information Services. Other responsibilities include a quality control-quality assurance program for ensuring adherence to policy directives and guidelines, the identification of the need for and the development of the necessary forms for the processing of claims, and external liaison activities to guide and advise claimant, union and industrial groups.

Classes of Records

Insurance Program Services
EIC-520
Description: Operational policies on the delivery of insurance services and programs. *Topics:* Procedures and guidelines pertaining to claims for benefit-variable entrance requirements, combined application forms, back-dating of claims, fishing benefits, entitlement at age 65, work-sharing arrangements, assignment of benefits, processing of appeals, claimant interview program, early mailing of documents by claimants, recovery of overpaid benefits; legislative and regulatory proposals and policy for the social insurance number and Government Annuities programs; impact of postal disruptions on claims processing; claimant eligibility review; transfer of claims; liaison with union hiring halls; guidelines on processing claims enquiries; hiring and remuneration of Unemployment Insurance contract agents; guidelines for the quality control of claims processing; general correspondence on employment market advisory services; liaison with claimant groups, union representatives and industry; activity reports.

Interstate Benefits
EIC-530
Description: Co-ordination of the Interstate Benefit program and other special arrangements. *Topics:* Correspondence with regions; correspondence with individual states of the United States; reciprocal agreements; liaison with U.S. Railroad Retirement Board, United Kingdom Department of Health and Social Service; operational procedures; activity reports.

Record of Employment (ROE)
EIC-540
Description: Information on the processing of Record of Employment forms. *Topics:* Procedures, guidelines and correspondence on processing ROE forms and maintaining the ROE information bank. *Storage Medium:* Magnetic tape and microfilm.

Forms Development
EIC-550
Description: Information on the development and control of forms. *Topics:* Individual files containing requests for creating or revising forms, specifications; related correspondence.

Insurance Management Services Directorate

This Directorate monitors and assesses the efficiency and effectiveness of those operational policies, projects and programs associated with the delivery of insurance services, including programs of quality control and assurance and those affecting the speed and quality of service. The Directorate also measures, analyzes and forecasts operational performance.

Classes of Records

Monitoring and Analysis
EIC-560
Description: Information on monitoring and assessing operational activities. *Topics:* Goals, objectives and plans of the Directorate; co-ordination of the development of operational plans for the Insurance Program; trend analyses; reports on monitoring, quality assurance, appeals process. (The Directorate makes use of the many narrative and statistical reports emanating from the program and support areas.)

Comprehensive Tracking System

This Directorate provides timely, accurate and comprehensive information and analysis to management on overpayments, underpayments, programs and activities permitting management to monitor and track changes on a continuous basis.

Classes of Records

Comprehensive Tracking System
EIC-570
Description: Information on operating policies and procedures pertaining to the review of claim files for the Comprehensive Tracking System. *Topics:* Correspondence with the regions and with the Auditor General's Office; guidance to the regions on the review of claim files; quarterly reports and analysis; copies of claim files reviewed.

Labour Market Development

This group designs and administers programs to improve employment opportunities in the Canadian labour market. Programs, either operated directly by the group or purchased from provincial governments through negotiated agreement, deal with skills training; apprenticeship courses, technical or financial assistance, community-based employment incentives, and job-creation schemes for student, adult, community or disadvantaged workers.

In addition, the group assesses the impact of the Immigration Program on the labour market so that Canadian labour is given priority over foreign workers entering Canada. It also assists community organizations, government institutions and the private sector, both management and labour, in their manpower planning and labour adjustment problems.

Manuals

- Employment Manual (EA) — five volumes in fifty chapters, covering the following: legislative component, including the *Unemployment Insurance Act*, Part VII; the *National Employment Service Regulations;* excerpts from the *Canadian Human Rights Act* and the *National Training Act and Regulations;* labour market information, including Canadian Classification and Dictionary of Occupations, Occupational Shortages Survey, Layoff Reporting System, industrial disputes, and policies and procedures relating to the

recruitment of foreign workers; guidelines, policies, procedures, documentation requirements and agreements relating to various types of National Training Programs; background information, quidelines, procedures and agreements relating to employment programs in the industrial and agricultural sector; information, guidelines, terms and conditions of agreements relating to various types of employment development programs at the community level.

- Federal-Provincial Training Agreements — guidelines relating to the negotiation and administration of federal-provincial training agreements, for regional office use
- Operations Guide — Canada Works
- Operations Guide — Job Corps
- Operations Guide — Local Employment Assistance and Development Program

Classes of Records

Labour Market Development
EIC-580
Description: Policy and correspondence on general programs and activities. *Topics:* Correspondence relating to labour market policies, priorities, guidelines and programs; briefs, submissions, reports and other documentation relating to labour market strategies, policies and programs; documentation concerning federal-provincial negotiations and agreements on training programs and strategies; minutes of operational meetings, standing or other committees, conferences, task forces, and seminars conducted in consultation with other government institutions, associations, private sector firms and community bodies; certification of educational institutions and accreditation of training courses.

Training Branch

This Branch establishes policy, sets priorities and provides guidance to regional offices on the administration of training programs set up under federal-provincial training agreements and in accordance with the *National Training Act*. This Act permits the Branch to purchase for its clients space, or "seats", in provincially or privately operated training courses, teaching skills in occupations for which there is demand, and to contract with employers and groups to provide on-the-job occupational training. It ensures that training agreements are consistent with CEIC objectives and with the needs of the labour market; that training allowances are determined; and that training programs are certified, monitored and evaluated. It recommends to CEIC regional allocations of program funds, annual training plans, and directions training strategies should take in meeting occupational needs.

Classes of Records

Training
EIC-590
Description: Information on the development of legislation, regulations, national strategies and policies relating to employment training programs. *Topics:* Negotiations and agreements at the federal-provincial level; policies and procedures concerning training agreements; courses and certifications; course evaluations and costs; background on training and employment development.

Industrial Training Directorate

This Directorate develops national policies for industrial training programs whereby, through financial and consultative assistance provided under several such programs, employers initiate training courses for their employees. By reimbursing part of the costs employers incur, the Directorate improves the employability and earning capability of workers and the training capacity of employers. Training proposals must fall within program guidelines and meet current training priorities established according to regional needs as determined by the federal-provincial joint labour needs committees.

Classes of Records

Industrial Training
EIC-600
Description: Policy and correspondence on training contracts, applicability and program criteria. *Topics:* Policies and procedures concerning criterial applicability; background on employer training centres and delivery of training programs according to regional needs; descriptions of training and results; reports and minutes of committees such as the labour needs committees; operational planning.

Critical Trade Skills
EIC-610
Description: Policy and correspondence on critical trade skills training. *Topics:* Policies and procedures on developing specific training programs to alleviate critical trade skills shortages; background on design and delivery of programs; descriptions of specific programs, both current and researched, on problems of chronic shortages.

Management Information System
EIC-620
Description: Policy and correspondence on managing program data and statistics. *Topics:* Specifications on program data requirements, nationally and by program; policy and guidelines on reporting statistics; cumulative information on industrial training; plans and models of alternate or adapted reporting systems.

Youth Projects
EIC-630
Description: Information and correspondence on training programs for disadvantaged youth. *Topics:* Policies and guidelines on youth training projects; contracts with employers who provide training centres for disadvantaged youth; description and results of training projects relating to youth employability and/or reintegration into the labour market.

Institutional Training Directorate

This Directorate develops national policies and directions for institutional training programs and services to give workers skills required to increase their employability and to meet needs of industry for suitably skilled labour by purchasing space, or "seats", for its clients from provincial governments or private institutions offering training courses. Program elements include Occupational Skill Training, which provides skills needed to perform satisfactorily in available jobs; Basic Training for Skill Development, which raises academic levels of trainees to meet occupational training course or job entrance requirements; Job Readiness Training, which helps trainees overcome special barriers to employment by providing the opportunity to learn basic skills necessary to find and hold suitable employment; Work Adjustment Training, designed to provide short periods of assistance to workers whose attitudes and work habits conflict with requirements of employers; Apprenticeship Training, which provides classroom instruction for registered apprentices; and Language Training, which enables immigrants and Canadian migrants to learn either of the offical languages of Canada in order to compete for and secure employment in their usual occupation.

Classes of Records

Institutional Training
EIC-640
Description: Information and correspondence on criterial applicability, institutional training, allowances, and agreements with institutions. *Topics:* Policies and procedures on criterial applicability;

background on Training Allowances and Apprenticeship Training under the *National Training Act;* background on Basic Training, Job Readiness and other programs; description and results of all training programs; and reports and documentation on institutional training generally.

Allowances and Programs
EIC-650
Description: Information and correspondence on various institutional training programs. *Topics:* Criterial applicability, policies and procedures on training allowances and programs; correspondence on National Training, Basic Job Readiness and Basic Training for Skills Development.

Program Analysis and Information Directorate

This Directorate designs and operates computerized information systems on employment training programs to provide statistical data. It develops specifications of national program data requirements and provides guidance on determining costs of courses and programs. It prepares program data, reports on program activities and assesses the operational effectiveness of training programs. It maintains and analyzes information to identify occupations requiring special action under the *National Training Act*.

Course Assessment and Improvement Directorate

This Directorate provides consultative services and assessments of quality of training courses for improving employment training in Canada. It also provides secretariat services for the Interprovincial Standards Program (Red Seal), which aims to produce standards of training and certification for journeymen in most trades coming under provincial trade workers' qualifications legislation.

Program Policy Review and Development Directorate

This Directorate develops and recommends national policy directions in response to labour market trends; develops recommendations on the preparation of legislation and federal-provincial training agreements; assists in the negotiation of such agreements; is responsible for the development of the annual list of occupations of national importance; and co-ordinates, develops and recommends national responses to requests related to training from international bodies.

Program Development and Implementation Directorate

This Directorate develops and implements new training programs to meet identified needs of skilled workers; assesses impact of initiatives or delivery models and assists in evaluation to determine longer-term viability to meet program objectives; plans and co-ordinates the integration of successful initatives and delivery models into existing programs and administers the Skills Growth Fund (SGF), established to bring about more rapid increase in the training capacity for key skills associated with occupations of national importance designated under Subsection 2(3) of the *National Training Act*. The SGF's purpose is to make funds available for establishing, converting, and/or expanding facilities to provide such training. It also encourages the establishment of occupational training centres for target groups who need specially adapted training to overcome particular employment barriers.

Classes of Records

Skills Growth Fund
EIC-660
Description: Policies, procedures and correspondence on criterial applicability and applicant files. *Topics:* Background on training facility expansion and costs, project proposal assessment and disposition, agreements with provinces and non-profit organizations.

Labour Market Planning and Adjustment Branch

This Branch assists in developing productive utilization of the Canadian labour force. It induces the private sector to undertake manpower planning and to assume greater responsibility for developing and training workers to meet their manpower needs. It also ensures that, in the development of policies and programs of other governmental agencies, consideration is given to their effects on the labour market. The Branch verifies that labour market aspects of the immigration program reflect the needs of the labour market.

The Branch manages the Manpower Consultative Service (MCS), which helps management and labour to deal jointly with manpower adjustment problems arising from technological and economic industrial change. It administers the Canada Agricultural Manpower Program, designed to achieve optimum utilization of Canada's human resources for the agricultural labour market. The major elements of this Program include Canada Farm Labour Pools, Local Agricultural Manpower Boards, Foreign Seasonal Agricultural Workers Programs and Federal-Provincial Agricultural Employment Development Agreements. The Branch exercises overall policy development and program co-ordination for the Industry and Labour Adjustment Program (ILAP) and the Work Sharing Program, and is CEIC's support to the Canadian Industrial Renewal Board (CIRB). It is also the Commission's representative on the Enterprise Development Board and the Regional Development Incentives Advisory Board, and publishes and the *Monthly Lay-off Report*.

Classes of Records

Labour Market Planning and Adjustment
EIC-670
Description: Policies and procedures, information and correspondence on labour market planning and adjustment. *Topics:* Strategies, action plans and negotiations with firms and industries in labour market planning; background information and documentation on new development; correspondence and reports on development initiatives, such as northern activities.

Manpower Consultative Service Directorate

The Manpower Consultative Service (MCS) encourages joint action by employers and their employees to deal with manpower adjustment problems within their establishments. Incentives are made available to encourage employers to work with their employees to devise internal remedies for worker dislocations due to technological and other industrial changes including mass layoffs. Joint consultative committees of management and labour are set up with the assistance of CEIC. Financial assistance is also provided to employers who incur costs in transferring workers to other localities. MCS negotiates and administers agreements, co-ordinates policy development for the Work Sharing Program, and prepares the *Monthly Lay-off Report*.

Classes of Records

Manpower Consultative Service
EIC-680
Description: Correspondence, information and agreements on assessment and minimization of specific manpower problems. *Topics:* Documentation on specfic problems such as plant expiansion, results of technological changes, low productivity, plant closure and layoffs; policy, guidelines and correspondence on the Work Sharing Program.

Canada Employment and Immigration Commission

Adjustment Programming Directorate

This Directorate assists community and industrial restructuring by providing supplementary labour adjustment assistance for specifically designated communities, workers, and industries.

The community-based labour measures delivered by CEIC consist of (a) portable wage subsidies for the re-employment of older workers; (b) job creation through Canada Works projects; (c) increased training course purchases; and (d) supplementary mobility assistance measures. The community-based measures also include Labour Adjustment Benefits (a last resort income maintenance by Labour Canada). An additional feature is the establishment of Community Adjustment committees, which provide advice on community economic and social re-development needs and facilitate co-ordination of program measures at the local level.

In addition, the Directorate is responsible for the Canadian Industrial Renewal Program. This program is a series of industrial and labour adjustment measures for textile, clothing, footwear and tanning (TCFT) firms and workers, to assist those communities and workers most affected by gradual trade liberalization in TCFT commodities. Labour adjustment measures available to TCFT workers under this program include access to wage subsidies, enriched mobility assistance, enriched training allowances and, in the communities most severely affected, additional job creation, as well as Labour Canada's Labour Adjustment Benefits program, which is delivered by CEIC.

Classes of Records

Industry and Labour Adjustment

EIC-690

Description: Policies, correspondence, agreements and results on assistance measures designed to support industrial restructuring and community and worker adjustment. *Topics:* Various assistance measures involving programs of three separate departments: Employment and Immigration, Regional Industrial Expansion, and Labour Canada.

Canadian Industrial Renewal Program

EIC-700

Description: Policies, correspondence, agreements and results of assistance measures designed to support community and worker adjustment related to the textile, clothing, footwear and tanning industries. *Topics:* Various industrial assistance measures involving programs of Employment and Immigration and Labour, and the Canadian Industrial Renewal Program.

Human Resource Planning Directorates

The three human resource planning directorates are Energy, Construction and Agriculture; Manufacturing and Foreign Worker Policy; and Resources and Services. Human resource planning ensures that the private sector, both management and labour, identifies its future labour requirements as well as develops and implements measures necessary to meet its immediate and long-term labour needs. The directorates encourage organizations to integrate human resource planning into their overall corporate planning processes and assist them in implementing their plans by appropriate application of CEIC programs and services. CEIC industrial consultants maintain liaison with national and provincial employer assocications, unions and other government departments responsible for economic development. They collect and analyze industrial manpower information with emphasis on industrial occupational trends having a bearing on CEIC's operations.

Human Resource Planning Directorate (Energy, Construction and Agriculture)

This Directorate encourages and helps energy, construction and agricultural industry employers and unions to plan for future labour requirements and to make more productive use of the existing labour force; consults and negotiates with agricultural organizations, foreign governments, federal and provincial authorities, providing policy input on other federal programs applicable to the agricultural industry; and administers the Canada Farm Labour Pools, Local Agricultural Manpower Boards, Federal-Provincial Agricultural Employment Agreements, European Student Tobacco Worker Program and the Caribbean and Mexican Seasonal Agricultural Worker Programs.

Classes of Records

Energy

EIC-710

Description: Policies and documentation on development of strategies, action plans and negotiations with the oil and gas industry, associations, organizations and companies. *Topics:* General information on energy projects, negotiations with oil and gas firms on manpower planning activities, studies on oil and gas exploration and development, policy co-ordination with Canada Oil and Gas Lands Administration, interdepartmental initiatives and co-ordination.

Construction

EIC-720

Description: Correspondence and exchange of information with construction industries in Canada and union transactions. *Topics:* Negotiations with the construction industry in manpower planning; manpower planning related to the Alaska Highway Gas Pipeline construction; exchange of information with associations, councils, institutions on construction industry activities; studies on various phases of engineering construction; exchange of information with individual firms on construction industry activities; provincial housing construction; studies and other aspects of the construction industry as it relates to unions and industrial relations; negotiations with major sponsors and contractors for manpower planning for energy "megaprojects" and for oil and gas exploration and production; documentation affecting CEIC's presence on the Committee on Megaproject Industrial and Regional Benefits.

Agriculture

EIC-730

Description: Policies, documentation and correspondence on the development of strategies, action plans and negotiations with the agricultural industry and associations, organizations and companies. *Topics:* Associations, organizations, companies; Canada Farm Labour Pools; Caribbean Seasonal Workers; Federal-Provincial Agreements; Local Agricultural Manpower Boards; Mexican Seasonal Workers; Young Canadians. *Retrievability:* General files, by subject; associations, organizations and companies, by name; Canada Farm Labour Pools, by labour pool; Local Agricultural Manpower Boards, by region.

Human Resource Planning Directorate (Resources and Services)

This Directorate helps employers and unions in the resources and services sectors to plan for future labour requirements and to make more productive use of the existing labour force. It helps CEIC to minimize adverse effects on both workers and communities using its resources and to formulate and apply labour market policies and programs throughout Canada. It assists other federal departments in developing economic, industrial and regional development resource and service industry policies for the labour market.

Classes of Records

Resources
EIC-740
Description: Policies and procedures, information and correspondence on resources generally and on activities relating to fishing, trapping, forestry, mines, quarries and petroleum. *Topics:* Commercial fishing; hunting and trapping; forest nurseries, reforestation; minerals, non-metallic mines, iron, uranium, silver, zinc, gold mines and quarries; offshore and inland oil, gas explorations and well drilling.

Services
EIC-750
Description: Policies and procedures, information and correspondence on the service industry. *Topics:* Strategies, action plans and negotiations with the service industry; various hospitality services, including consultant services, personal services (barber and beauty shops); accommodation and food service; transportation services, including freight, express or mail via land, rail, air and sea; generation of electric power; gas distribution; natural or manufactured water systems, both household and irrigation.

Human Resource Planning Directorate (Manufacturing and Foreign Worker Policy)

This Directorate helps employers and unions of manufacturing industries to plan for future labour requirements; develops and recommends labour market policies and guidelines relating to the employment of foreign workers in all industrial sectors; and administers the Foreign Worker Policy Program, which supplements Canada's labour force when required to meet necessary demographic, economic and social objectives.

Classes of Records

Manufacturing
EIC-760
Description: Policies and procedures, information and correspondence on manufacturing activities. *Topics:* Strategies and negotiations with the manufacturing industry; human resource planning activities in the aircraft manufacturing, assembly and service industry; appliance manufacturing industry (including small household appliances, refrigerators, washing machines, radios, televisions); chemical, glass and plastics industry (including fertilizers, cleaning compounds, medicines, paints); electronics industry (including computers, telecommunications equipment, photocopiers); food and beverage processing industry (including processors of meat, fish, dairy products, fruit, vegetables, alcoholic beverages); primary metal; metal fabricating; farm and industrial machinery manufacturing; motor vehicle and parts manufacturing and assembly; rubber products manufacturing; commercial and military shipbuilding industry.

Foreign Workers Policy
EIC-770
Description: Policies and correspondence relating to foreign workers. *Topics:* Recruitment of foreign workers; recruitment and utilization of foreign workers in specific occupational groups.

Employment Development Branch

This Branch develops and implements national plans, policies and procedures for employment development programs within CEIC. In the fall of 1983, job creation programs of the Employment Development Branch and the Employment Incentive Branch were consolidated into four programs: (a) to meet employment problems caused by cyclical downturns in the economy or by unforeseen industrial developments; (b) to encourage and contribute to local employment growth; and (c) to support human resource development.

The new programs that have emerged from this consolidation are the Local Employment Assistance and Development Program (LEAD), the Career-Access Program, the Canada Works Program and the Job Corps Program.

Classes of Records

Employment Development
EIC-780
Description: Policies, guidelines and correspondence on employment development. *Topics:* Policies and guidelines for implementing employment development programs; description of job creation programs.

Canada Works Directorate

This program is designed to counter employment problems caused by cyclical downturns in the economy or by unforeseen industrial developments. The primary objective of the Canada Works Program is to create incremental, productive term employment for unemployed persons. In collaboration with the private sector, as well as with a broad range of public and community-based employers, immediate employment is created for unemployed persons during periods of economic downturn and labour market dislocations such plant shutdowns. Summer employment for returning students is provided under this program. Income maintenance provisions under Section 38 of the *Unemployment Insurance Act* are also utilized under Canada Works. The activities supported are reflective of community priorities and the broader federal and regional objectives of economic recovery and employment growth, as appropriate. Canada Works subsumed the following programs, which were in existence prior to the fall of 1983: Canada Community Development Projects, with the exception of Youth Job Corps and Development Projects, the New Employment Expansion Development Program (NEED), *Unemployment Insurance Act*, Section 38 — Job Creation Program and the project component of the former Summer Canada: Student Employment Program.

Classes of Records

Canada Works
EIC-790
Description: Policies, guidelines and correspondence on the Canada Works Program. *Topics:* General correspondence; development and management of projects including *Unemployment Insurance Act*, Section 38 and Summer Canada Works projects; job creation projects in diverse areas; documentation and financial data on projects.

Career-Access Directorate

The Career-Access Program, introduced by the Government of Canada in September 1983, is a key element in the Commission's labour market strategy for the 1980s. Its objective is the development of human resources through the provision of opportunities for individuals lacking work experience to obtain work experience and for individuals facing severe employment barriers to overcome these barriers. The program is designed to stimulate the employment of the inexperienced, the disabled and the employment-disadvantaged by providing to eligible employers a subsidy expressed as a percentage of the gross wages paid to the worker and in certain situations as an additional contribution towards other costs. People generally become eligible for the program after they have unsuccessfully carried out a job search for a period of time. Provision is also made for the employment of students in full- or part-time employment, in which case no job search period is necessary, and for the employment of recent post-secondary graduates if they have been underemployed rather than unemployed.

In addition, a Voluntary Initiatives Program (VIP) has been created

to provide unemployment insurance recipients with productive work through the provision of services within voluntary, charitable organizations.

Career-Access subsumed the following programs, which were in place prior to the fall of 1983: Program for the Employment-Disadvantaged, Portable Wage Subsidy Program, Canada Community Services Projects, the internships component of the former Summer Canada: Student Employment Program and the New Technology Employment Program.

Classes of Records

Career-Access
EIC-800
Description: Policies, guidelines and correspondence on the Career-Access Program. *Topics:* The Career-Access Program generally; documentation and financial data on agreements.

Job Corps Directorate

The Job Corps program is designed to support human resource development by providing severely employment-disadvantaged individuals with the necessary preparation and employment-related skills to achieve labour market readiness.

Job Corps projects motivate and support constructive attitudes and lifestyles and prepare participants to function effectively in the labour market. The program provides contribution funding to organizations, individuals or businesses that are able to establish Job Corps projects. Groups, agencies or associations are eligible to provide assistance in the delivery of the program at the national level. Projects employ a core staff of specialized personnel who develop appropriate counselling orientation and on-the-job training modules for participants. The core staff consider each project participant on an individual basis and determine from the services to be provided by the project the appropriate training module or modules. Once participants have graduated from these training modules, the project can carry out a placement service for them into a work situation or into other employment development projects or attempt to direct them to more enhanced training. This program subsumed the following program elements of programs, which existed prior to the fall of 1983: Youth Job Corps of the Canada Community Development Projects and the preparation projects of the Local Employment Assistance Program (LEAP).

Classes of Records

Job Corps
EIC-810
Description: Policies, guidelines and correspondence on the Job Corps Program. *Topics:* The Job Corps Program generally; the development and management of projects; projects in diverse areas; documentation and financial data on projects.

Local Employment Assistance and Development Program Directorate (LEAD)

This program is designed to encourage and contribute to local employment growth. Ths purpose of the LEAD Program is to increase the number of permanent jobs in localities of chronically high unemployment. The program allows for contributions to be made to LEAD corporations and LEAD projects. LEAD corporations provide contributions and grants to development organizations that represent community interests to enable them to foster ongoing employment opportunities in their communities. LEAD corporations contribute to the enhancement of community organizational and planning capabilities. LEAD projects provide contributions to community representative organizations to carry out projects of three kinds: analysis and planning, to analyze a community's current position and determine a future course of action; enterprise, to increase ongoing employment by enterprise building and support to business within the framework of a community plan or regional development strategy; infrastructure, to foster and demonstrate preparation and other community employment development activities.

In the fall of 1983, LEAD subsumed the retention projects of the Local Employment Assistance Program (LEAP), the Local Economic Development Assistance Program (LEDA) and the Development Projects of the Canada Community Development Program (CCDP).

Classes of Records

Local Employment Assistance Development
EIC-820
Description: Policies, guidelines and correspondence on the Local Employment Assistance Develpment Program. *Topics:* Local Employment Assistance Development Program generally; development and management of projects and corporations in diverse areas; documentation and financial data on projects and corporations.

Summer Canada Directorate

The Directorate is responsible for co-ordinating the procedures for the distribution and control of funds allocated for the creation of jobs for students in the summer through various programs of CEIC or other federal departments. Specifically, the Directorate is responsible for the implementation of the summer student components of Career-Access and Canada Works, commonly referred to as Summer Career-Access and Summer Canada Works.

Classes of Records

Summer Canada (Summer Employment Initiatives for Students)
EIC-830
Description: Policies, guidelines, documentation and correspondence on Summer Canada. *Topics*: Operational guidelines for implementing Summer Canada Works and Summer Career-Access; project documentation; correspondence relating to summer student employment programming generally.

Policy, Planning and Analysis Directorate

This Directorate directs a range of responsibilities to enable Branch programs to meet stated objectives, ranging from policy development and analysis, corporate and operational planning, program analysis and design, development and maintenance of a comprehensive, integrated management information system for Branch programs and services, to the development, organization and implementation of pilot projects that may influence future job creation programming. The Directorate is also responsible for directing, organizing and co-ordinating the preparation of ministerial correspondence, briefing material and parliamentary returns dealing with all Branch programming, and for the provision of the complete and comprehensive range of administrative support to all Branch directorates.

Employment Services

This group devlops and publicizes policies, guidelines and procedures for the delivery of employment services to regional and field offices. The group also develops and promulgates policies, guidelines and procedures to meet the needs of particular client groups such as women, natives, youth and other individuals who are considered disadvantaged. Other responsibilities include monitoring and analyzing all such services offered by CEIC, and responding to ministerial enquiries.

Manuals

- Employment Manual (EA) — policies, procedures and guidelines for all employment services offered by CEIC

Classes of Records

Enquiries
EIC-840
Description: Enquiries to the Minister and senior Commission officials. *Topics:* Guidelines for handling enquiries; individual files showing the receipt, processing, and preparation of replies; analyses of correspondence received; statistical reports.

Employment Operational Services Branch

This Branch is responsible for the uniform application of employment programs delivered through the Canada Employment Centres (CECs). The Branch is also responsible for developing program policies pertaining to the placement service, Canada Manpower Mobility and national job clearance activity. Other responsibilities include the issuance of directives and the control of the *Employment Manual*.

Operational Services Directorate

This Directorate develops operational policies and guidelines for the delivery of employment services and programs to employers and workers through the Canada Employment Centre. The Directorate provides guidance on the impact of federal and provincial human rights legislation on the Canada Employment Centre's placement services. In addition, it acts as a focal point for advice and the resolution of operational problems.

Classes of Records

Employment Operations
EIC-850
Description: Information on operational policy on the delivery of employment services and programs. *Topics:* General information on employment programs such as training, mobility, youth, native employment, local employment assistance programs; reports on employee records improvement, review of application forms, improvements to the registration process and the Job Information Centre (JIC); guidance on federal and provincial human rights legislation; operational policies; statistical and activity reports. *Storage Medium:* Client information on magnetic tape.

Manpower Mobility Directorate

This Directorate designs and administers the Canada Manpower Mobility Program (CMMP) and the National Job Bank (NJB) clearance system.

CMMP provides financial assistance for unemployed workers who move to geographical areas where jobs are available. The NJB, a computerized clearance system, provides the means for workers to find suitable jobs and employers to find suitable workers in geographical areas across the country, when workers or jobs are not available locally. The NJB control centre is located in Hull, Quebec. Job information is available through Canada Employment Centres.

Classes of Records

Mobility
EIC-860
Description: Information on the administration of the mobility program. *Topics:* General correspondence; mobility in other countries; labour mobility studies; policy proposals; operational procedures; guidance to the regions; liaison with national headquarters systems groups; financial and statistical reports.

Clearance
EIC-870
Description: Information on the administration of the National Job Bank clearance system. *Topics:* General correspondence; liaison with other national headquarters components to discuss program requirements; operational procedures; guidance to the regions; management and statistical reports.

Outreach Program

The Outreach Program provides personalized employment-related services to persons not able to benefit effectively from services offered by the Canada Employment Centres. CEIC financially assists Outreach projects by entering into contract with community based, non-profit organizations to sponsor projects.

Classes of Records

Outreach Program
EIC-880
Description: Information on personalized employment-related services supported by community-based agencies. *Topics:* General correspondence; project files containing descriptions of clientele and activities, estimates of human and financial resources, analysis and evaluation by regional review committee, and approval; activity, statistical and financial reports.

Employment Support Services Branch

The Branch develops policies, methods and materials for the counselling and testing of Canadians with regard to employment; it also develops training programs for CEIC staff who deal with employers and worker clients.

Classes of Records

Employment Support Services
EIC-890
Description: Information on the development of programs to support the placement activity. *Topics:* Correspondence on the identification or determination of occupational skills required for employment; systems supporting the placement service; preparation and distribution of *College and University Programs in Canada*, a publication listing educational and training programs available, and publications such as *Careers Canada, Careers Provinces, Canadian Occupations Entry Requirements* (used abroad to determine eligibility of prospective immigrants for employment in Canada).

Career Counselling
EIC-900
Description: Policies, methods and materials for employment counselling and testing. *Topics:* Correspondence on the counselling function; guidelines relating to CHOICES, a computerized information system designed to help people make informed decisions about career plans; development of job search techniques (CJST) and supporting publications; strategies leading to the achievement of client employment (PLACE) and supporting work books; correspondence relating to the testing of clients (General Aptitude Test Battery) in connection with counselling; development of the *Index to Canadian Occupations*, which assists clients in identifying career goals; purchase of diagnostic services to assist counsellors in the counselling function. *Storage Medium:* CHOICES data on magnetic tape or disk.

National Occupational Analysis and Classification Systems (NOACS)

This Branch develops and provides national occupational data bases, classification, standards and systems for Employment Services, the

remainder of the Commission, and the private and public sectors of the labour market. Publications developed in support of the above include the *Canadian Classification and Dictionary of Occupations (CCDO)*, a systematic classification structure in which all occupations are categorized.

Classes of Records

NOACS — Generally
EIC-910
Description: Classification of occupations in the labour market. *Topics:* Analysis of information concerning occupations, trades, crafts and professions; preparation and distribution of publications such as the series on *Occupational Analyses*, and the *Canadian Classification and Dictionary of Occupations (CCDO)*. *Storage Medium:* Certain CCDO data on magnetic tape.

Special Groups and Affirmative Action Branch

The Branch develops employment policies and program and strategy proposals. It ensures the effective implementation of special government policies and strategies designed to promote equal access to employment for Canadians generally and recommends policy changes that will benefit youth, natives, women, disabled persons and special needs clients. The Branch also maintains liaison with government and non-government bodies on matters pertaining to the pursuit of equity in employment, promotes the adoption of Affirmative Action (AA) plans by employers in the private sector and provides functional advice and guidance to the regions.

Youth Employment Directorate

The Directorate develops employment policy and program proposals, options and strategies with respect to youth in the 15 to 24 age group. Youth program policies on the following have been developed for implementation: Canada Employment Centres for Students; Canada Employment Centres on Campus; Services to Secondary School Students; International Student and Young Worker Exchange Movements, and Specialized Youth Units. The Directorate also maintains liaison with government and non-government bodies on matters concerning youth and provides technical advice and guidance to the regions.

Classes of Records

Youth Employment
EIC-920
Description: Information on employment programs to meet the needs of youth. *Topics:* Youth Strategies for the 1980s; information on youth programs in other countries; liaison with the University and College Placement Association; development of national policies, strategies and guidelines related to the employment of youth, e.g., employment centres on campus, specialized youth units, international employment exchange programs, summer employment and federal-provincial initiatives in the area of co-operative education; case files for Canada-Mexico trainee exchanges containing applications, health care information, Spanish language testing and related correspondence.

Native Employment Directorate

The Directorate, through the Native Employment Policy and the Native Internship Program, develops employment policies, proposals, and strategies to reduce the high rate of native unemployment. The Directorate also maintains liaison with government and non-government bodies on matters concerning native employment and provides functional guidance to the regions.

Classes of Records

Native Employment
EIC-930
Description: Information on employment programs to meet the needs of native people. *Topics:* Liaison with councils, brotherhoods, bands, associations representing native people; reports on the needs and migration of natives; liaison with other government departments; impact of human rights legislation on native employment; discussion papers; policies, programs and strategies pertaining to the employment of natives generally, native women and native youth; marketing and advertising native skills; activity reports.

Women's Employment Directorate

This Directorate is the focal point for all employment activities of the Commission that are designed to improve the employment situation of women. Besides providing guidance and advice to the regions and initiating ongoing liaison with client groups, women's organizations, unions, government departments and agencies, the Directorate reviews Commission policies, activities, procedures and legislation and recommends appropriate changes to achieve the efficient, effective and equitable participation of women in the labour market.

Classes of Records

Women's Employment
EIC-940
Description: Information on policies and strategies to improve the employability of women. *Topics:* Correspondence with national women's organizations; liaison with women's groups; policies, plans and strategies relating to the employment needs of women; activity reports.

Disabled Persons Employment Directorate

This Directorate develops and impements policies and programs aimed at ensuring the full and equitable particiaption of disabled persons in the Canadian labour force.

Classes of Records

Disabled Persons
EIC-950
Description: Information on the development and co-ordination of policies and strategies to ensure equality of employment opportunity for disabled Canadians. *Topics:* Correspondence with national organizations such as the Advisory Committee to the President of the Treasury Board, the Secretariat for Disabled Persons, and the Secretary of State; policies, plans and strategies relating to the employment of disabled persons; activity reports; specific program and project files.

Special Needs Clients Division

This Division develops national strategies and formulates policy options in regard to CEIC employment activities and placement services designed to improve the employment situation and raise the level of employability of those persons identified as requiring extensive, above-average intervention by Canada Employment Centre counsellors and by improving the employment barriers of such special groups as older worker, ex-offenders, welfare recipients and ethnic minorities.

Classes of Records

Special Needs Clients and Special Groups
EIC-960
Description: Information on policies and strategies to improve the employability of special needs or disadvantaged clients and members

of special groups. *Topics:* Policies, strategies, guidelines and activities to meet the employment needs of (1) special needs or disadvantaged clients; and (2) special groups such as older workers and welfare recipients; liaison with government and non-government agencies having a specific interest; activity and statistical reports.

Affirmative Action Directorate

This Directorate promotes the adoption of Affirmative Action (AA) plans by employers in the provate sector. Affirmative Action in employment is a comprehensive plan adopted by an employer to remedy systemic discrimination, which may be manifested by lower wages, higher unemployment and lower wages, higher unemployment and lower occupational status for certain individuals or groups. Specifically, the Branch is responsible for the Federal Contracts Program and Affirmative Action. The Federal Contracts Program promotes the voluntary adoption of Affirmative Action plans for women by Crown corporations and by industries that benefit from federal contracts. Affirmative Action promotes the voluntary adoption by the private sector of Affirmative Action plans for women, natives and the disabled.

Classes of Records

Affirmative Action
EIC-970
Description: Information on the promotion of Affirmative Action plans in the private sectors. *Topics:* Directorate objectives, goals and activities; Affirmative Action in the 1980s (Minister); communications strategy; minutes of interdepartmental committees on Affirmative Action; operational plans and studies; policies, plans for monitoring elimination of systemic discrimination; development of seminars; activity reports.

Functional Services Division

The Division co-ordinates policy development and organizes and directs the provision of research, training, administrative and information services for and on behalf of the Special Groups and Affirmative Action Branch.

Classes of Records

Functional Services
EIC-980
Description: Information on research, training, policy co-ordination and administration for the Special Groups and Affirmative Action Branch. *Topics:* General correspondence; information relating to technical research regarding special and targetted groups and affirmative action; research reports; design, development and delivery of training packages; development and maintenance of a resource centre.

Employment Services Planning and Analysis Directorate

This Directorate monitors and assesses the efficiency and effectiveness of those operational policies, projects and programs associated with the delivery of employment services, including programs affecting the speed and quality of service. The Directorate also measures, analyzes and forecasts operational performance and, on behalf of the Employment Services Group, plays a co-ordinating role in the planning and accountability process.

Classes of Records

Planning and Analysis
EIC-990
Description: Information on monitoring and assessing operational activities and co-ordinating operational plans and budgets. *Topics:* Goals, objectives and plans of the Directorate; minutes of the Performance Measurement Steering Committee; trend analyses; reports on operational performance; reports on monitoring; Group and Directorate operational plans, budgets and managerial contracts. (The Directorate makes use of the many narrative and statistical reports emanating from the program and support areas.)

Systems and Procedures

This group develops and executes policies, plans and programs for an integrated clerical, manual and electronic data processing (EDP) system to deliver CEIC's services. EDP services are provided at national headquarters and, with the functional guidance of the group, at EDP facilities in the regions. Other responsibilities include a management advisory service, a forms development and design service and an administrative support unit to monitor financial transactions and liaise with Finance and Administration and Personnel on administrative matters.

Manuals

- Benefit Manual — procedures for processing initial, renewal and revised claims for Unemployment Insurance benefits
- Manual Pay System — procedures for processing non-automated payments of Unemployment Insurance benefits
- On-line Manuals — provides claimant, Unemployment Insurance benefits and overpayment information through computer terminals in regional offices and selected Canada Employment Centres and gives job information, employers, job seekers and referrals to employment through terminals in selected Canada Employment Centres

Employment and Benefit Systems Branch

This Branch develops, tests and implements EDP systems supporting the employment development and employment training programs, placement services offered by Canada Employment Centres, and the Unemployment Insurance benefit program which produces unemployment insurance payments, overpayment reports, T4U/TP4Us, and financial and statistical reports. It also develops and implements clerical procedures for processing claims for benefits in local offices and regional computer centres. Other responsibilities include developing and maintaining computer systems to detect and prevent fraud and abuse, designing and implementing CEIC's micrographic system.

Classes of Records

Employment Development
EIC-1000
Description: Information on systems supporting the administration of Employment Development programs. *Topics:* Correspondence; status reports.

EDP Systems

- Canada Community Development
- Canada Community Services
- Canada Works — 1984
- Canada Works/Young Canada Works
- Career-Access
- Employment of the Disadvantaged
- Job Corps
- Local Employment Assistance Program
- Portable Wage Subsidy Program
- Summer Youth Employment
- Summer Canada 1981

Employment Training
EIC-1010
Description: Information on systems supporting administration of Employment Training programs. *Topics:* Correspondence; status reports.

EDP Systems

- Computerized Trade Examinations
- Critical Trades Skills Training
- National Industrial Training Program
- National Institutional Training Program
- Accounts Receivable — Institutional Training
- Skill Development Leave
- Skills Growth Fund

Employment Client Services
EIC-1020
Description: Information on systems supporting administration of Employment Client Services. *Topics:* Correspondence, status reports.

EDP Systems

- Canada Manpower Mobility Program
- Canadian Classification and Dictionary of Occupations
- Client/Claimant Index
- Employment Tax Credit Program
- National Job Bank

Benefit Pay
EIC-1030
Description: Information on systems supporting administration of the Unemployment Insurance benefit program. *Topics:* Correspondence; status reports.

EDP Systems

- Benefit Pay Systems — produces Unemployment Insurance payments; updates status of claims; maintains a history of overpayments; produces daily, monthly and quarterly statistical reports on operations, overpayments and unemployment insurance fund accounting; produces T4U/TP4Us showing benefits paid and income tax deducted for each claimant; supports associated enquiry functions in local and regional offices.

Liaison and Procedures
EIC-1040
Description: Information on clerical procedures in Canada Employment Centre's and regional computer centres. *Topics:* Correspondence; policy and systems changes that impact on clerical procedures; reports of visits to regions; training plans for new or revised procedures and ongoing training requirements.

Control
EIC-1050
Description: Information on systems supporting CEIC control activities. *Topics:* Correspondence; status reports.

EDP Systems

- Record of Employment
- Overpayment Detection
- Wage Loss Insurance (Premium Reduction Program)
- Tracking Unemployment Insurance debtors from CEIC records
- A comparison of SINs issued/used to identify misuse
- Micrographic listings for the general control of programs

Support
EIC-1060
Description: Information on support for the implementation of Employment and Benefit EDP systems, including micrographics. *Topics:* Correspondence; evaluation reports.

Information Systems Branch

This Branch designs and implements advanced EDP systems to support CEIC's long-range programs. It also develops, implements and maintains EDP systems supporting the social insurance number, Canadian Government Annuities and Immigration programs, and information systems to assist management in finance, personnel, administration and operational performance. Other responsibilities include designing and acquiring computer hardware, software and data communication needs; obtaining the related servicing requirements; developing and executing EDP policy, systems and standards; providing technical guidance.

Classes of Records

Advanced Systems
EIC-1070
Description: Information on the development and implementation of advanced technology systems. *Topics:* Research and correspondence on advanced technological systems; operational problems, performance reports on the employment and insurance on-line systems; Treasury Board submissions; correspondence with users on software requirements for CHOICES (Computerized Heuristic Occupational Information and Career Exploration Systems).

EDP Systems

- Insurance On-line — makes available claimant, unemployment insurance benefit and overpayment data via computer terminals located in local and regional offices
- Metropolitan Order Processing System (MOPS) — provides, via computer terminals in selected Canada Employment Centres, data on jobs available, employers, job seekers, referrals to employment and related data

Social Insurance Number Registration
EIC-1080
Description: Systems supporting administration of the SIN program. *Topics:* Correspondence; status reports.

EDP Systems

- SIN Registration Program — data bank of all SINs issued in Canada; used to validate SIN data; produces reports and micrographics

Annuities
EIC-1090
Description: Systems supporting administration of the Canadian Government Annuities program. *Topics:* Correspondence; status reports.

EDP Systems

- Annuities Program — Produces payments, T4 slips for annuity contracts in payment, related financial, actuarial and administrative reports; data bank for contracts not yet in payment — includes premium collection, related reports and micrographic listings.

Immigration
EIC-1100
Description: Systems supporting administration of the Immigration program. *Topics:* Correspondence; status reports.

EDP Systems

- Enforcement

- General Immigration Data
- Landed Immigrant Data
- Stock Inventory Control System
- Visitor Data

Management Data
EIC-1110
Description: Computerized information systems of a financial, personnel, administrative and operational performance measurement nature. *Topics:* Correspondence; status reports; minutes of meetings.

EDP Systems

- Immigration Program — Accounts Receivable — provides for the accounting, control and billing of loans granted to immigrants
- Employment and Immigration Information System (EIIS) — financial position of commitments, advances, overall non-salary items within CEIC; year-to-date financial, person-month, performance measurement information; employee information that allows production of certain personnel reports, and reports for management and central agencies.
- Personnel Management Information System (PMIS) — contains details of organization, positions, salaries and personnel

Technical Support
EIC-1120
Description: Information on the development and design of hardware, software and data communication requirements. *Topics:* Correspondence; tenders and contracts; security of EDP installations; study on radiation from terminal screens; computer activity reports; systems and programming standards; software master control programs and utilities for all systems.

Computer Operations Directorate

The Directorate develops policies, standards and procedures dealing with the operational processes and the security of all electronic data processing (EDP) installations in CEIC. It also evaluates the effectiveness of EDP and associated operations. Other responsibilities include managing the EDP installation at national headquarters.

Classes of Records

Computer Operations
EIC-1130
Description: Development and application of policies, standards and procedures for EDP installations. *Topics:* Policies and standards; training plans; EDP operational procedures; call reports, operational emergencies, computer back-up by EDP installation; contingency plans; security; correspondence with suppliers, service bureaus; liaison with regional computer centres concerning site hardware specifications, production software, related operational support; reports on EDP and associated clerical processing operations.

Management Advisory Services Directorate

This Directorate provides an in-house management consulting service to national headquarters and the regions in such fields as project management, organization analysis, work simplification, network planning and analysis, systems feasibility, systems analysis, design and development, systems and procedures implementation. It also administers CEIC's Forms Management program, which affects some 7,000 forms.

Classes of Records

Management Advisory Services
EIC-1140
Description: Information on in-house management consulting to national headquarters and the regions. *Topics:* Correspondence; progress reports; project files containing correspondence, analysis and evaluation of areas under study, consideration of alternatives and recommendations.

Forms Management
EIC-1150
Description: Information on policies and procedures on forms management. *Topics:* Correspondence, bulletins on departmental forms, use of the departmental logo, bilingual format in forms; unauthorized forms; information brochures; minutes of meetings of the Forms Management Committee and the Forms Co-ordination Committee; obsolete forms survey; activity reports and statistics.

Design and Control
EIC-1160
Description: Information on the development and control of forms. *Topics:* Individual files containing requests for creating or revising forms, specifications; related correspondence.

Finance and Administration

Services Administration Branch

This Branch is responsible for the New Initiatives Division, a temporary unit that manages projects such as revenue dependency, Canada Employment Centres of the 1980s and accessibility of offices for the handicapped.

Grants to Voluntary Organizations

This unit provides financial assistance in the form of grants to support short-term initiatives of voluntary/non-profit organizations whose aims, activities and objectives assist in improving the employability of specific groups such as women, natives, youth and the disabled/handicapped.

Classes of Records

See standard classes of records described elsewhere in this Access Register.

Public Affairs

The Public Affairs Branch, composed of four directorates and a support services section, is responsible for all promotion, information, publishing, advertising and media relations on behalf of the Commission. These activities assist the directorates of Corporate Affairs, Labour Market and Employment Services Information, Immigration and Unemployment Insurance Information in fostering public awareness of the Commission's programs and services.

Classes of Records

Organization and Planning
EIC-1170
Description: Information on organization, objectives and operational plans. *Topics:* Information plans; organization charts; the current corporate planning cyle; the operational budget; operational plans; financial reports; the CEIC communications strategy.

Corporate Affairs

This Directorate is responsible for developing strategic communications planning within the Commission, research and evaluation, internal and external liaison, and managing corporate communications programs. These activities are carried out with the overall objective of promoting departmental policies, programs and services on a national basis and in response to major client's needs.

Labour Market and Employment Services Information

This Directorate is charged with planning and carrying out communication strategies in support of employment development. Specifically, it is responsible for information on employment development, human resource development and special programs in order to create more public awareness, inform special target groups and motivate key economic sectors to develop initiatives that will lead to long-term community and employment benefits.

Immigration and Unemployment Insurance Information

This Directorate determines communication strategies in support of the Unemployment Insurance program and Immigration policy. It is responsible for co-ordinating information to unemployment insurance claimants, immigrants and employers in order to enhance public awareness and inform special target groups of their rights and obligations under the *Unemployment Insurance Act* and Regulations, and the *Immigration Act* and Regulations.

Information Services

This Directorate is responsible for the design, production and dissemination of all information material for the Commission. Specifically, it handles advertising, direct mail, media monitoring, publications, graphic design, distribution, photography, sound recording, exhibits and special events, and provides technical support to the Commission's operational programs.

Strategic Policy and Planning

This group examines CEIC policies and programs relative to their objectives. Oriented strategically, Strategic Policy and Planning analyzes current and projected labour market demands, resources (namely domestic and foreign labour, students and immigrants) available to satisfy them, and identifies and develops policies alleviating imbalances. It is also responsible for studying paid educational leave as a system of manpower planning aimed at promoting economic expansion and social justice.

Classes of Records

Strategic Planning
EIC-1180
Description: Analyses and assessments of CEIC policies. *Topics:* Overall development of policies; analysis of plans and programs; assessment of policies for Benefit, Immigration and Labour Market Programs.

Labour Market Outlook and Structural Analysis Branch

This Branch assists in the development of new strategies to match the supply of labour with demand. It also works towards the creation of a broader planning base for decision-making by incorporating more comprehensive data in its projections and assessments of occupational supply and demand in the medium to long term. In addition, the Branch assists directly in the development of new policy proposals designed to enhance the supportive interrelationship among Commission programs, policies and services to ensure that the Commission is more effective in dealing with present and future challenges in the labour market. It is also responsible for the implementation of the Canadian Occupational Projection System (COPS).

Classes of Records

Census
EIC-1190
Description: Statistical surveys relating to CEIC programs. *Topics:* Statistical surveys developed for collecting census data on CEIC programs and activities for Statistics Canada.

Research
EIC-1200
Description: Non-program or policy specific CEIC research. *Topics:* Reports on general CEIC research not related to particular policies or programs.

Canadian Occupational Projection System (COPS)
EIC-1210
Description: Studies, data and forecasting techniques used to identify and measure future employment levels and possible imbalances between labour supply and demand based on a three- to ten-year forecast. *Topics:* Sector studies; supply and demand analyses; federal-provincial conferences; briefing material to selected groups.

Planning Branch

This Branch integrates a number of key elements involved in the initiation and development of a strategic policy framework for CEIC. These include long-term planning, mid-term corporate planning and the development of integrated sources of data for analysis; liaison with a network of regional economists; and linkages with international bodies such as the Organization for Economic Co-operation and Development (OECD).

Classes of Records

Long-Term Policy Development
EIC-1220
Description: Information on projects used in developing long-range policies on employment and immigration to accommodate changing conditions in the domestic labour market. *Topics:* Studies and projects considering the effects of productivity (all factors, not just labour) on employment; examination of mechanisms relating level and composition of immigration to economic growth; analysis of labour market structure and its relationship to unemployment.

Planning Environment Assessment
EIC-1230
Description: Projects associated with Commission/Department preparation of medium- and long-term plans. *Topics:* Ongoing scanning of broad socioeconomic developments to assess their potential impact on human resources, labour market functioning, income maintenance and immigration; implementation of government priorities and major policy directions and their implications for CEIC; relationship between environmental trends and the legislative framework, objectives, priorities and performance results of CEIC activities; and identification of broad strategic options to address gaps between current departmental operations and environmental trends.

Planning Development and Operations
EIC-1240
Description: Activities associated with intra-departmental development and co-ordination of short-term planning requirements. *Topics:* Co-ordination or development of Strategic Policy and Planning and intra- departmental inputs into the Planning and Accountability

Process, including short-term corporate priorities; operational plans, managerial contracts and budgets; performance measures and resource allocation; monitoring of corporate and program/service/regional activities; analysis of the Planning and Accountability Process concept with respect to the activities of Strategic Policy and Planning to improve the planning process.

Data Development
EIC-1250
Description: Information on projects associated with developing CEIC program data sources. *Topics:* Studies and projects on the development and maintenance of existing data systems such as the Longitudinal Labour Force Tracking File, Labour Force Survey Data, training files, benefit overpayment files and the National Job Bank; Strategic Policy and Planning inputs to Access to Information and Privacy; description of agreements on information exchange; co-operative agreements with provinces on developing new labour market data bases.

International Analysis and Regional Relations
EIC-1260
Description: Information on projects associated with Regional Economic Services. *Topics:* Liaison with Regional Economic Services and national conferences.

OECD Manpower and Social Affairs Committee
EIC-1270
Description: Information on projects associated with Canada's involvement in the activities of the Organization for Economic Co-operation and Development (OECD) Manpower and Social Affairs Committee. *Topics:* Studies and projects addressing the analysis of papers and the preparation of briefing material for the Manpower and Social Affairs Committee ministerial-level conference; information for the production and distribution of inventories of documents pertaining to the OECD and for interpreting OECD activities for CEIC and provincial governments; revision of the Canadian Inventory of Federal Employment and Manpower Measures; papers and reports on the Manpower and Social Affairs Committee and the Working Party on Employment.

Program Evaluation Branch

This Branch develops and implements a comprehensive strategy for evaluating CEIC programs.

Classes of Records

Immigration
EIC-1280
Description: Information on the efficiency and effectiveness of the Immigration Program. *Topics:* Studies and projects on assessment of the overall impact of the Immigration Program, including public perceptions on quality of service; evaluation of recruitment by employers of independent immigrants with prearranged employment; analysis of the impact of refugees on immigration and employment programs and services; examination of the effectiveness of existing referral guidelines used at Toronto International Airport; assessment of the immigration process from secondary examination through to the final case disposition; evaluation of the effectiveness of the group sponsorship program.

Insurance
EIC-1290
Description: Information on the efficiency and effectiveness of the Unemployment Insurance Program. *Topics:* Studies and projects on assessment of the overall impact of the Unemployment Insurance Program, including consideration of the effectiveness of maternity benefits; evaluation of the effectiveness of the Claimant Eligibility Review and alternative frameworks for program review; longitudinal evaluation of unemployment insurance control activities intended to protect the integrity of the insurance fund; assessment of the effectiveness of the Manual Report on Hiring System in deterring abuse of the insurance fund; companion evaluation of the Computerized Report on Hiring System; assessment of the effectiveness of the insurance appeals systems and consideration of alternatives; evaluation of the claims processing mechanism relating to the Premium Reduction Program; assessment of the effectiveness of union hall hiring agreements and consideration of alternatives; consideration of the effectiveness of supplementary employment benefits and the identification and assessment of alternatives; evaluation of the Insurance On-line System for the Atlantic provinces.

Job Creation and Employment Services
EIC-1300
Description: Information on the efficiency and effectiveness of job creation programs and the employment services. *Topics:* Studies and projects on assessment of the overall impact of employment services, including alternative Canada Employment Centre marketing strategies; refinement of a methodology for evaluating the selection, referral and placement activities in Canada Employment Centres; consideration of the effectiveness of Canada Employment Centre counselling services including CHOICES (Computerized Heuristic Occupational Information and Career Exploration Systems); evaluation of the quality of referrals and placements by Canada Employment Centres, including an examination of employers' perceptions, assessment of the effectiveness of specialized Canada Employment Centres for students; evaluation of the effectiveness of the National Job Bank computerized job inventory program; consideration of possible improvements to the Metropolitan Order processing System (MOPS) for Toronto; assessment of the utility of the Summer Canada employment program and the Local Economic Development Assistance Program; consideration of the possible use of the unemployment insurance fund for job creation; evaluation of the Canada Community Development Projects program, the Canada Community Service Projects Program and the New Technology Employment Program.

Training
EIC-1310
Description: Information on the efficiency and effectiveness of CEIC training programs. *Topics:* Studies and projects examining the cost-effectiveness of the institutional training element of the National Training Program; evaluation of the effectiveness of utilizing unemployment insurance funds for training purposes; assessment of the National Industrial Training Program; analysis of the effectiveness of critical trade skills training.

Special Needs
EIC-1320
Description: Information on the assessment of employment programs designed to accommodate special employment needs. *Topics:* Studies and projects on the evaluation of the Local Employment Assistance Program (LEAP); evaluation of the cost-effectiveness of the Outreach program, providing employment services to special target groups; assessment of the effectiveness of the Program for the Employment Disadvantaged.

Policy and Program Analysis Branch

This Branch, through two directorates, analyzes labour market conditions and identifies program implications; develops proposals for modifications in policies and programs; and prepares ministerial and Senior Management briefings on the labour market, income maintenance programs and immigration, and policy options.

Unemployment Insurance Analysis Directorate

This Directorate conducts ongoing analyses of the economic and labour market effects of the Unemployment Insurance Benefit Program, such as requirements for income maintenance on behalf of unemployed persons. It considers the extent to which the Unemployment Insurance Benefit Program is abused by some claimants and ways to curtail such abuse.

Classes of Records

Unemployment Insurance Program Policy Development and Analysis
EIC-1330
Description: Information on the analysis and development of Unemployment Insurance policy to accommodate changing socioeconomic and other influences affecting the labour market. *Topics:* Studies and projects on the assessment of the economic and labour market effects of unemployment insurance; consideration of the adequacy of unemployment insurance benefit levels in relation to such factors as family composition and size, multiple-income families and different income classes; assessment of labour market efficiencies in light of such influences as an experience rating system; examination and forecasting of unemployment insurance benefit expenditures and revenues; assessment of unemployment insurance claim behaviour subsequent to training; analysis of the maternity benefit program, including identification of a rationale and a financing mode; analysis of the treatment of earnings while on active unemployment insurance claim; consideration of modifications proposed for the Unemployment Insurance simulation model; examination of employment strategies of employers such as job rotation.

Unemployment Insurance Program Impact Analysis
EIC-1340
Description: Information on the analysis of the effects of unemployment insurance on claimants, their dependents and the unemployed. *Topics:* Analysis of income protection for unemployed persons not receiving unemployment insurance benefits; update of the Comprehensive Review Unemployment Insurance claimant profile (an analysis of unemployment insurance claimant characteristics); analysis of Unemployment Insurance Program abusers and misusers; longitudinal analysis of the unemployment insurance-insured population from 1972-79 (overutilization of and dependency on unemployment insurance benefits); consideration of family characteristics (multiple-earner relationships, economic hardship while on claim) of unemployment insurance contributors and claimants; analysis of benefit claim duration; assessment of the utility and appropriateness of unemployment insurance coverage for seasonal workers.

Employment and Immigration Analysis Directorate

This Directorate has responsibility for policy and program development and the in-depth analysis of the labour market. These analyses include human resource development, employment creation and immigration and demographic analysis.

Classes of Records

Immigration and Demographic Analysis
EIC-1350
Description: Immigration research and policy analysis and studies of demographic trends. *Topics:* Longitudinal studies of adaptation; work experience of immigrants to Canada; foreign academics in Canada; family class workers — sources, occupations and skills; an historical review of emigration from Canada; demographic issues; Indochinese refugee studies; a study of the immigration process with respect to immigrants from the Eastern Caribbean; studies on the U.S. Immigration Bill; review of the current immigration selection criteria to ensure they remain in accordance with labour market requirements, as well as immigration needs and objectives.

Labour Market Studies
EIC-1360
Description: Information on the analysis and development of labour market policies and programs. *Topics:* Longitudinal studies and projects relating to labour market dynamics, including an examination of the flow of labour into and out of the labour force; an analysis of administrative data sources to assess the labour market; special projects, such as the employment outlook for the agricultural sector, the labour market experience of women, an analysis of the nomination chain in immigration and projects with a social policy orientation to support the overall functions of the Directorate; development of quantitative models for policy-making and the provision of analytical advice to CEIC operational elements.

Current Economic Analysis
EIC-1370
Description: Studies addressing the current economic development, the labour market outlook (generally and with respect to special groups) and current analyses of occupational imbalances. *Topics:* Studies and projects relating to the identification of the labour market implications of proposed "mega projects" in the energy exploration and development sector; assessment of the anticipated impact of the effect on employment levels and distribution of the microelectronics revolution; studies of particular industries or economic sectors to investigate current and future labour market conditions as inputs to labour market policy issues.

Labour Market Policy Analysis
EIC-1380
Description: Studies concerning strategic labour market issues, the development of appropriate policies, plans and programs, and the analysis and assessment of labour market policies. *Topics:* Studies and projects addressing an in-depth examination of the occupational and geographical mobility of skilled tradesmen and "para-professionals"; development of labour market data pertaining to native people; a conceptual analysis of active employment policy issues; a survey of sectoral manpower planning activities to identify the level of assistance provided to specific industrial sectors in conducting and analyzing manpower planning data.

National Services

This Directorate, reporting to the New Brunswick Region, administers the Social Insurance Number (SIN) Program, the Canadian Government Annuities Program and the Unemployment Insurance Premium Reduction Program. Its activities include the operational aspect of these programs and the identification of areas requiring the development of legislative proposals, policies and guidelines.

Records for the above programs are located in

National Services Directorate
Canada Employment and Immigration Commission
P.O. Box 6000
Bathurst, New Brunswick
E2A 4L8

Central Index

The SIN Program provides for the control and issuance of SINs to Canadian citizens, permanent residents, individuals who are neither Canadian citizens nor permanent residents, and for the confirmation of SIN information for certain government departments. Applications for SINs can be made at any Canada Employment Centre or Canada Immigration Centre, or be mailed to Central Index, P.O. Box 7000, Bathurst, New Brunswick, E2A 4L8.

Other responsibilities include the preparation of Record of Employment (ROE) documents for microfilming and computer indexing and the maintenance of the ROE information bank; processing enquiries

on the T4U/TP4Us (statements of unemployment insurance benefits paid and income tax deducted), which are issued annually.

Manuals

- Central Index Manual — instructions for processing SIN applications, Record of Employment (ROE) forms and tax enquiries (T4U/TP4U5)
- Handbook on SIN Registration — procedures for handling SIN applications in Canada Employment Centres and Canada Immigration Centres

Classes of Records

SIN Registration

EIC-1390

Description: Information on applying for social insurance numbers. *Topics:* Correspondence on legislative and regulatory proposals; processing SIN applications; supporting documentation (proof of identity) for Canadian citizens, permanent residents and individuals who are neither Canadian citizens nor permanent residents; replacement SIN cards; amendments to SIN records; mass applications; internal control and issuance of individual SINs; production and activity reports; studies on the SIN program. *Storage Media:* Magnetic tape or disk for SIN master file; microfiche for listings containing individual SINs, names and other basic information; microfilm for copies of SIN applications or amendments. *Retrievability:* Microfiche files are arranged by names; microfilm, by SIN.

Release of Information

EIC-1400

Description: Information on the release or exchange of SIN information. *Topics:* Guidelines and correspondence on the release of SIN information to individuals, other government departments or agencies; exchange of information and data with other government departments. (Details on the release of SIN information may be obtained by referring to the *Personal Information Index*.)

Record of Employment

EIC-1410

Description: Information on the processing of the third copy of the Record of Employment (ROE). *Topics:* Procedures, guidelines and correspondence on the processing of the third copy of the ROE forms and maintaining the ROE information bank. *Storage Medium:* Magnetic tape and microfilm.

Tax Enquiries (T4U/TP4U)

EIC-1420

Description: Requests for information on the T4U/TP4Us. *Topics:* Procedures for handling enquiries; issuing duplicate T4U/TP4Us; general correspondence. *Storage Medium:* Magnetic tape and microfiche.

Annuities Division

The Canadian Government Annuities program services over 240,000 annuity contracts owned by persons who bought them as private individuals or through pension fund contributions. Of these, about 150,000 are presently in payment; the rest are deferred and will mature at dates ranging from the present to about the year 2035.

Manuals

- Annuities Manual — procedures for the administration of Canadian Government annuities

Classes of Records

Annuities Program

EIC-1430

Description: Information on the administration of Canadian government annuities contracts. *Topics:* Correspondence on legislative and regulatory proposals; procedures on payment and refunds of premiums, duplicate and returned cheques, interest rates, cash surrender values and payment of income taxes by recipients; procedures governing annuity contracts and pension plans in payment, those not yet in payment, group contracts (purchased under employer pension plans) and individually purchased contracts; case files containing annuity applications, supporting documentation, enquiries, complaints and general correspondence; activity, statistical, actuarial and financial reports; surveys and studies on the program. *Storage Medium:* Magnetic tape or disk for data concerning vested contracts, individual and group deferred contracts, which are used to produce payments and T4 slips for annuitants and a variety of accounting, actuarial and administrative reports.

Employer Registration Division

The Division develops operational guidelines pertaining to the unemployment insurance premium reduction program and determines entitlement to such reductions by employers with qualified salary replacement plans.

Manuals

- Premium Reduction Manual — procedures for processing applications for, and determining entitlement to, an unemployment insurance premium reduction

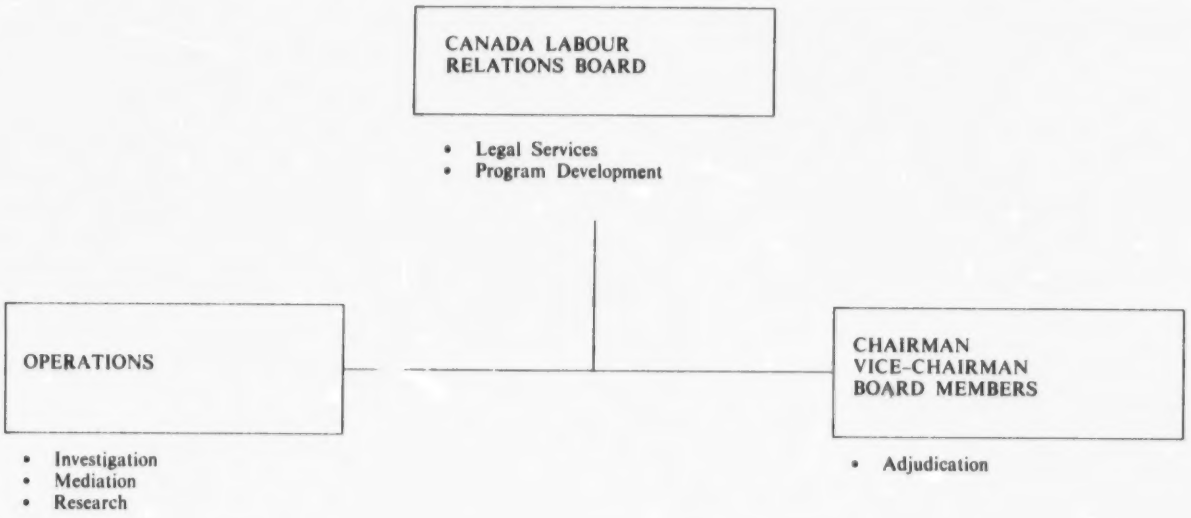
Classes of Records

Employer Registration

EIC-1440

Description: Information on the granting and control of unemployment insurance premium reductions for employers with qualified salary replacement plans. *Topics:* Operational procedures; employer files containing applications, documentation, enquiries, complaints, appeals and audit reports; general enquiries; internal control of quality; monthly microfilm or microfiche listings of employers with qualified or non-qualified salary replacement plans; operational and statistical reports. *Storage Medium:* Employer listings on microfilm or microfiche; certain statistical reports on magnetic tape or disk.

Canada Labour Relations Board



ACCESS TO INFORMATION
CO-ORDINATOR
CANADA LABOUR RELATIONS BOARD
240 SPARKS STREET
4TH FLOOR, WEST
OTTAWA, ONTARIO
K1A 0X8

Background

Until the appointment of the present Board, the Canada Labour Relations Board (organized in 1948) was composed of members appointed by the federal government to deal, on a part-time basis, with the orderly resolution of trade union representation disputes under the *Industrial Relations and Disputes Investigation Act*. This dealt chiefly with applications for certification and decertification of trade unions for employees of industries that came under federal jurisdiction. This Board, which had representation from both management and labour, met when required, and officers and staff of the Employee Representation branch of Labour Canada performed the administrative and operational duties.

The present Canada Labour Relations Board was established in 1972 by the amended Canada Labour Code (R.S.C. 1970, C L-1 as amended by S.C. 1972, c. 18) and became effective March 1, 1973. The Board is designated as a department within the meaning of the *Financial Administration Act* and reports to Parliament through the Minister of Labour.

Appointments to the Board are by Orders in Council for terms of up to five years for Board Members, and up to ten years for Chairman and Vice-Chairmen. Section 111(2) of the Code provides for a Chairman, from one to five Vice-Chairmen and from four to eight Board members.

The members of the Board are full-time appointees with experience and knowledge of industrial relations and labour law. As members of a non-partisan board they are prohibited from holding any other remunerated office or employment.

The Board conducts hearings in all provinces and territories in order to be accessible to parties having business before it. A quorum of three members, which includes the Chairman or a Vice-Chairman, is empowered to transact business and render decisions.

Laws and Regulations

- Canada Labour Code
- Canada Labour Relations Board Regulations, 1978, SOR 78-499

Overall Responsibilities

Part V of the Canada Labour Code (Industrial Relations) charges the Board with a two-fold responsibility: to grant, modify and terminate bargaining rights, and to resolve, through mediation or adjudication, complaints of unfair labour practice concerning violations of the Code by trade unions or employers. On finding a violation of the Code, the Board is empowered to order reinstatement and compensation where appropriate. It is also empowered, upon application, to order employees to return to work in cases of illegal work stoppages and attempt to resolve or adjudicate, where necessary, various other types of disputes that may arise under Part V of the Code.

Organization

The present Board is made up of the Chairman (who is the Chief Executive Officer), four Vice-Chairmen and eight Board members. The Board has a single program consisting of the administration of certain sections of Parts IV and V of the Canada Labour Code. It is supported in this activity by investigation and mediation staff in five offices in Dartmouth, Montreal, Toronto, Winnipeg and Vancouver, as well as at its headquarters in Ottawa.

Staff in the regions and at headquarters process all applications and complaints which come before the Board, conduct investigations, mediate complaints, attempt to achieve settlements and conduct votes. Headquarters staff also provide support services at hearings and in-camera meetings, maintain a registry of case files and issue the decisions of the Board. There is also a division which is responsible for planning and program development.

There are no operational manuals as such; various operational guidelines and directives exist, but these are not assembled in a common manual.

Major Publications

The Board publication *di* (decisions and information) contains the Board's reasons for decision in full in both official languages, along with a brief subject index. Decisions in cases for which no formal reasons are issued are also listed briefly. The publication also contains statistical tables on the number and regional distribution of hearings held, and on the number and types of applications received during specified periods.

The Board also publishes an *Annual Report* as required by Part V of the Canada Labour Code (Industrial Relations), Section 210. The report contains a summary of the Board's activities for the fiscal year, along with statistical tables and a financial statement.

The Board has also published *Your Rights under the Code*, a small booklet which is designed to describe in clear language the rights and obligations of all persons and parties covered by Part V of the Canada Labour Code and to outline the procedures to be followed by persons or parties who have suffered as a result of non-compliance or violation of the Code by some other person or party.

Key Contacts

The CLRB's five regional offices establish the Board's presence in all parts of Canada and facilitate the filing of applications and complaints. In addition to investigating applications and mediating complaints, the regional offices are available to provide general information and assistance to the public in the regions.

General information may be obtained by telephone, in writing or in person at any of the regional offices and at CLRB headquarters.

Head Office

C.D. Howe Building
240 Sparks Street
4th Floor West
Ottawa, Ontario
K1A 0X8
Telephone: (613) 996-9466
Telex: 053-4426

Quebec Region

Suite 1202 — East Tower
Guy Favreau Complex
200 Dorchester Boulevard West
Montreal, Quebec
H2Z 1X4
Telephone: (514) 283-3258
Telex: 05-25706

Ontario Region

Suite 1905 — Toronto Dominion Bank Tower
P.O. Box 190
Toronto, Ontario
M5K 1H6
Telephone: (416) 369-3782

Western Region

12th Floor
1090 West Pender Street
Vancouver, British Columbia
V6E 2N7
Telephone: (604) 666-6001

Canada Labour Relations Board

Central Region

Suite 1040
One Lakeview Square
155 Carlton Street
Winnipeg, Manitoba
R3C 3H8
Telephone: (204) 949-3145

Atlantic Region

Queen Square
14th Floor
45 Alderney Drive
Dartmouth, Nova Scotia
B2Y 2N6
Telephone: (902) 426-7068

General Inquiries

Telephone: (613) 996-9466

Library and Public Reading Room

Chief Librarian
Telephone: (613) 996-9466 ext. 231

Legal Counsel

Legal Assistant
Telephone: (613) 996-9466 ext. 224

Program and Service Assistance

Director, Operational Services and Registrar
Telephone: (613) 996-9466 ext. 260

Access Procedures

Formal requests under the *Access to Information Act* should be forwarded to:

Access to Information Co-ordinator
Canada Labour Relations Board
240 Sparks Street
4th Floor West
Ottawa, Ontario
K1A 0X8
Telephone: (613) 996-9466

Classes of Records

Acquisition and Termination of Bargaining Rights
CLRB-10
Description: Case files concerning the acquisition by trade unions of the right to bargain collectively on behalf of employees in the federal jurisdiction, through certification as bargaining agent or by way of successor rights, and the termination of bargaining rights. *Topics:* Application for certification; application for declaration of single employer; application for revocation of certification; application for declaration of successor rights; application for declaration of sale of business; application for access to employer's premises for the purpose of soliciting union membership.

Complaints of Unfair Labour Practice
CLRB-20
Description: Complaints by persons or organizations that an employer, a trade union or a person has violated or failed to comply with provisions of the Canada Labour Code, Part V (Industrial Relations). *Topics:* Complaints related to failure to bargain in good faith, interference with the bargaining rights of a bargaining agent and changing of conditions of employment without the consent of the bargaining agent during the prescribed bargaining period; complaints alleging offences by employers such as interference with the formation or administration of a union or the representation of employees by a trade union, or discrimination against employees for union membership, union activity or the exercise of their rights under the Code; complaints alleging violations by trade unions such as trying to force an employer to bargain collectively in respect of employees for whom the union is not the bargaining agent, bargaining with an employer in respect of employees with the knowledge that another organization is the actual bargaining agent, interference in the formation or administration of an employer's organization, unauthorized soliciting of employees during their working hours at their place of employment, requiring the termination of an employee for loss of union membership unless that loss of membership is the result of failure to pay the required union fees, the application of membership rules or disciplinary procedures in a discriminatory manner, and discriminating against a person in matters related to employment or union membership because a person has exercised certain rights or fulfilled specified obligations under the Code; complaints alleging failure of a trade union to represent fairly all employees in the bargaining unit, or failure to establish rules for the referral of members to employment and apply the rules fairly, and alleging failure of a trade union to provide certified financial statements of its affairs to the end of its last fiscal year to any of its members free of charge.

Unlawful Work Stoppage
CLRB-30
Description: Applications by an employer (in the case of a strike) or by a trade union (in the case of a lockout) for a declaration that the work stoppage is unlawful and for an order returning employees to work. *Topics:* Applications concerning unlawful strikes; applications in cases of unlawful lockout.

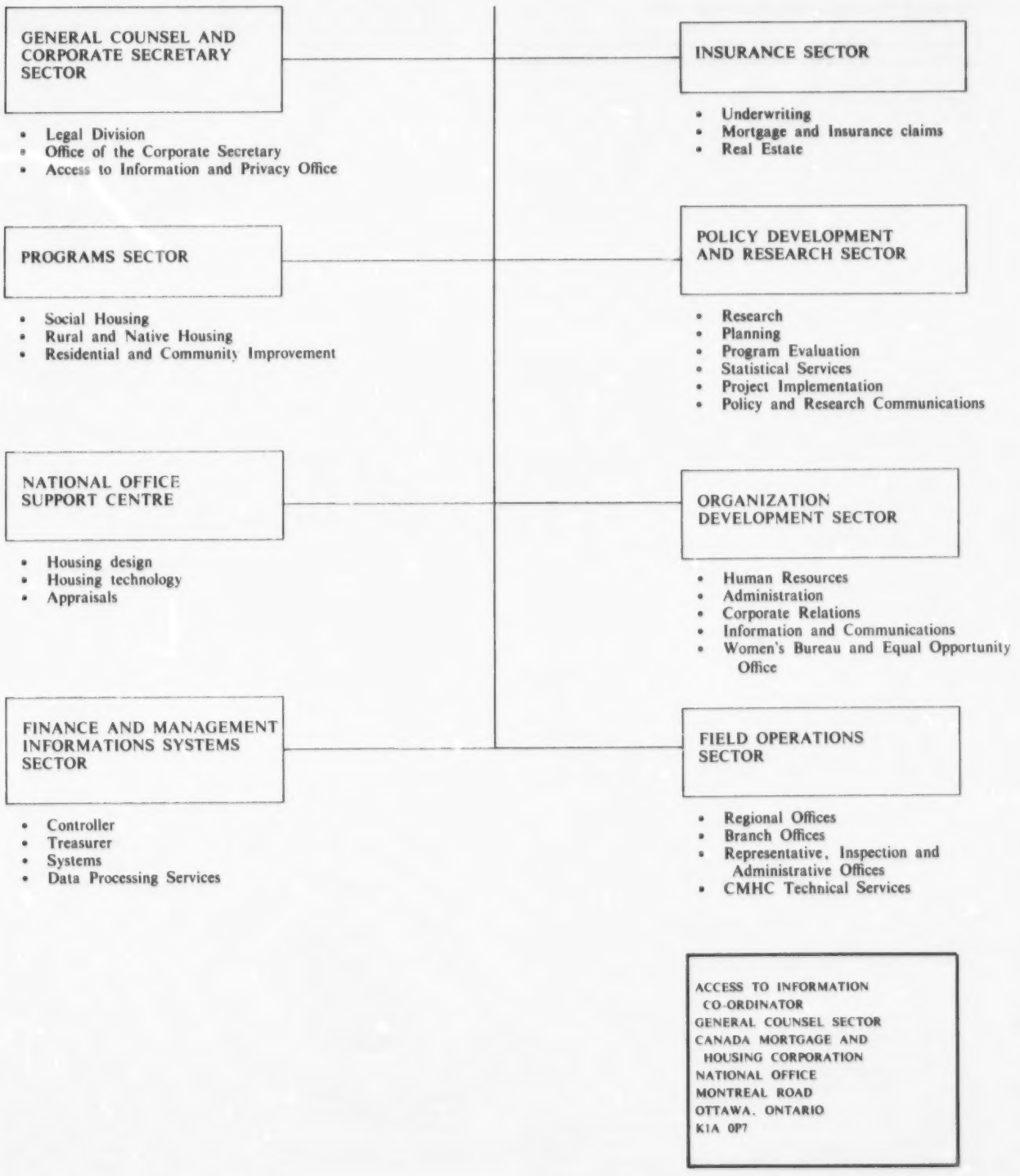
Safety of Employees
CLRB-40
Description: Complaints by employees either alleging that their employer has imposed a penalty on them because they refused to work in accordance with their rights under Part IV of the Canada Labour Code (Refusal to Work because of Imminent Danger) or requesting the Board to review a safety officer's decision concerning a refusal to work on grounds of imminent danger.

Review and Enforcement of Orders
CLRB-50
Description: Applications to amend or rescind previous Board decisions or to reconsider previous decisions; requests to file Board orders in the federal court to give them the weight of an Order of the Court; or applications for the written consent of the board to prosecute an offence under the Canada Labour Code. *Topics:* Application for review; filing of board order in court; consent to prosecute.

Collective Bargaining and Collective Agreements
CLRB-60
Description: Applications concerning the existence of disputed collective agreements or the identification of parties bound by a collective agreement; applications concerning the failure of an employer to comply with obligations under a collective agreement respecting any proposed technological change; applications for leave to serve on an employer, notice to commence collective bargaining following a notice of technological change; references from the Minister of Labour directing the Board to inquire into disputes related to the settlement of first collective agreements, and to impose a first agreement on the parties if necessary; applications by parties to a collective agreement to serve notice to bargain following the establishment of a portion of the public service as a Crown Corporation and following certain determinations by the Board as to whether the agreement will remain in force, the expiration date, if it does remain in force, whether the employees concerned constitute one or more units appropriate for collective bargaining, and which trade union shall be the bargaining agent for each unit. *Topics:* Determination of the existence of a collective agreement; revision of terms of collective agreement; technological change; leave to serve notice to bargain concerning technological change; provision of first agreement; portion of the public service established as Crown Corporation.

Change of Terms and Conditions of Employment
CLRB-70
Description: Application by employers under federal jurisdiction for permission to alter the rates of pay, or any other terms or conditions of employment, or any rights or privileges of employees who are the subject of an application by a trade union to represent the employees in collective bargaining.

Canada Mortgage and Housing Corporation



Background

The Canada Mortgage and Housing Corporation (CMHC) is the federal government's housing agency. It is a Crown corporation, constituted on 1 January 1946 by an Act of Parliament, with a Board of Directors who report to a Minister responsible to Parliament. CMHC is charged with the administration of the National Housing Act. CMHC is one of the largest financial institutions in Canada, with responsibilities to the Government of Canada for the administration of grants, contributions and subsidies, and for the provision of advice to government on housing and related matters. With a National Office in Ottawa, CMHC also maintains 80 Field Offices throughout Canada to work with individuals, businesses governments and other financial institutions towards improving housing conditions for all Canadians.

Laws and Regulations

- Canada Mortgage and Housing Corporation Act, R.S., c.46, s.1 — incorporates the Canada Mortgage and Housing Corporation
- National Housing Act, 1953-54, c.23, s.1 — promotes the construction of new houses, the repair and modernization of existing houses, and the improvement of housing and living conditions.

Overall Responsibilities

The Corporation's activities are grouped into three components: Government Programs, Administered Funds, and Asset Administration.

In administering the Government Programs, CMHC ensures that Canadians have access to mortgage funds; encourages homeowners and owners of rental accommodation to maintain and conserve the existing housing stock; and improves access to home ownership and housing accommodation for low-income households. The Corporation is involved in research, development and demonstration and the dissemination of information regarding housing activities and related matters.

The Administered Funds are comprised of the Mortgage Insurance Fund, the Home Improvement Loan Insurance Fund and the Rental Guarantee Fund, all of which are administered as separate accounts within the Corporation. Premiums and fees paid by borrowers for mortgage loan insurance go into the Mortgage Insurance Fund, and claims are paid for losses if borrowers default. Through Mortgage Loan Insurance, Canadians have benefited from a greater supply of mortgage money and more favourable mortgage interest rates.

Asset Administration comprises the administration of mortgages, real estate and investments as well as services to others. CMHC administers a $10.3 billion portfolio of mortgages and investments, as well as some 3,359 dwelling units as of 31 December 1983 owned by the Corporation. Services to others are provided on a user-pay basis; for instance, to government agencies such as Energy, Mines and Resources Canada for the Canadian Home Insulation Program. CMHC also provides expertise in housing-related areas, including fee-for-service inspections and mortgage administration — largely for government departments. The Corporation also administers the mortgage and real estate portfolio of certain government institutions such as the Canada Deposit Insurance Corporation, Housing Enterprises Limited, Transport Canada and National Defence

Organization

The President is the Chief Executive Officer of the Corporation. The organizational structure of the Corporation comprises six Sectors at the National Office, headed by four Vice-Presidents, a General Counsel and a Corporate Secretary. The six Sectors are: Finance and Management, Information Systems, General Counsel and Corporate Secretary, Organization Development, Policy Development and Research, and Programs and Insurance.

CMHC also maintains an extensive Field Organization headed by the Vice-President, Field Operations. It is divided into five regions: Atlantic, Quebec, Ontario, Prairies and the Northwest Territories, British Columbia and the Yukon Territory. Each is headed by a General Manager. CMHC Technical Services is a Field line organization headed also by a General Manager located in Ottawa.

Major Publications

- National Housing Loan Regulations
- National Building Code of Canada
- Residential Standards, Canada 1980 (Metric Edition) — the minimum building standards for housing built under the National Housing Act; issued by the Associated Committee on the National Building Code
- National Housing Act — Minimum Property Standards for Existing Residential Buildings — gives the minimum acceptable standards of site, structure and services for existing residential buildings to be eligible for NHA mortgage insurance
- Builder's Requirements of Obtaining NHA Insurance Mortgages (formerly Administrative Requirements) — a summary of the general conditions and administrative procedures required for a builder to construct to NHA standards
- Standards for the Rehabilitation of Residential Buildings — Residential Rehabilitation Assistance Program — identifies eligible work which may be financed through the Residential Rehabilitation Assistance Program
- CMHC Guidelines and Procedures Manual (32 Volumes) — CMHC business systems documentation
- General Memoranda and the Regional Directives — specific procedures and guidelines issued concerning specific actions; General Memoranda are usually incorporated at a later date into the Guidelines and Procedures Manual
- Approved Lender's Handbook — instructions on loan processing for National Housing Act — approved mortgage lenders, on loan administration practices, and on claims against the Mortgage Insurance Fund
- Corporation Instruction Manual — old Guidelines and Procedures Manual containing instructions not yet incorporated into the new Guidelines and Procedures Manual

Access Procedures

Requests for CMHC records under the Access to Information Act should be addressed to:

Access to Information Co-ordinator
General Counsel Sector
Canada Mortgage and Housing Corporation
National Office
Montreal Road
Ottawa, Ontario
K1A 0P7
Telephone: (613) 748-2952

General Information

Information and Communications Centre

The Information and Communications Centre (ICOM) answers questions from the press and the public about the Canada Mortgage and Housing Corporation and its activities and programs, distributes publications, issues news releases and markets CMHC programs and services. To get your name on a mailing list, specify your area of interest and contact the Centre at the following address:

Information and Communication Centre (ICOM)
Canada Mortgage and Housing Corporation
LaSalle Academy
373 Sussex Drive
Ottawa, Ontario
K1A 0P7
Telephone: (613) 748-2609
Telex: 053-4842

Information Officers

The Corporation has trained information officers at its National Office in Ottawa and in each of its five Regional Offices across the country. The Regional Offices are: Atlantic, located in Saint John, New Brunswick; Quebec, located in Montreal; Ontario, located in Toronto; Prairies and the Northwest Territories, located in Saskatoon (Saskatchewan); and British Columbia and the Yukon Territory, located in Vancouver. The public is encouraged to inquire and apply for CMHC programs and services at the nearest CMHC office.

Publications

The Information and Communications Centre (ICOM) maintains the CMHC publications list, which includes brochures, periodicals, reports, studies, special reports and bibliographies dealing with national housing regulations and standards, home selection and housing programs, metric aids, planning, design and construction, housing rehabilitation and energy conservation, the elderly and the handicapped, and children. If you are ordering 20 or more copies of a single priced publication for an educational institution or a non-profit organization, you may obtain a 30 per cent discount. Discount orders are non-returnable and non-refundable.

Library

The Canadian Housing Information Centre (CHIC) contains 60,000 publications on all aspects of housing building and community development. It also has a number of special collections, including material on housing for disabled persons and all reports from the United Nations Human Settlements Conference, Habitat, which was held in Vancouver in 1976. It subscribes to 750 Canadian, British and American journals and newsletters. CHIC makes available all research reports undertaken under Part V of the *National Housing Act*. CHIC publishes and distributes quarterly a listing of all Part V studies under way or recently completed, entitled *Recent Part V Research Reports and Projects*.

The library staff will provide factual or bibliographic information on housing matters to anyone who inquires. The Centre welcomes such inquiries, which may be made by mail, telephone, telegram, telex, or in person.

Documents, articles, reports and other material of reasonable length will be sent out on request. Books, extensive collections and similar material may be consulted in the Centre or in other libraries in the National Capital Region with which CMHC maintains reciprocal lending arrangements. The Centre is open from 8:30 a.m. to 4:45 p.m. on weekdays from September until the end of May and from 8:30 a.m. to 4:15 p.m. from June to the end of August.

Canadian Housing Information Centre (CHIC)
Canada Mortgage and Housing Corporation
National Office
Montreal Road
Ottawa, Ontario
K1A 0P7
Telephone: (613) 748-2362
Telex: 053-3674

General Counsel and Corporate Secretary Sector

The Sector is composed of three units: Legal Division, Access to Information and Privacy Office (ATIP) and the Office of the Corporate Secretary.

Legal Division

Legal Division prepares CMHC's legislative program to effect new policy proposals, reviews proposed legislation, enactments and decisions of interest to CMHC originated elsewhere, and conducts or supervises the conduct of litigation and legal proceedings to which CMHC is a party. It also provides final legal review of, and makes recommendations to, CMHC administrators on all legal documents, CMHC programs, and federal-provincial and other intergovernmental agreements.

Manuals

- Legal Services, Vol. 28 of the CMHC Guidelines and Procedures Manual — describes functional responsibilities of the legal staff of the Corporation

Classes of Records

Legal Documentation
CMHC-540
Description: Information on the *National Housing Act* (NHA) and the *National Housing Loan Regulations (NHLR); Canada Mortgage and Housing (CMHC) Act*; Orders in Council; program and project opinions, other legislation; federal and provincial laws; and various advice on the *National Housing Act and Regulations; CMHC Act* and related matters; judgements, doctrine and case law in general; discussion papers and miscellaneous materials and advice. *Retrievability:* Files arranged by date and section of the *National Housing Act* or by date and section of *National Housing Regulations*.

Agreements
CMHC-550
Description: Information on the preparation, negotiation and signing of federal-provincial, interdepartmental and other intergovernmental contractual arrangements. *Topics: National Housing Act*, Section 40 (Federal-provincial Public Housing Agreements) Rural and Native Housing Agreements, miscellaneous agreements under various sections of *National Housing Act*; interdepartmental agreements.

Litigation and Case Files
CMHC-560
Description: Information on legal counsel concerning CMHC litigation files; Urea Formaldehyde Foam Insulation (UFFI) claims; Mortgage Insurance Fund (MIF) and personal cases (Human Resources Management).

Office of the Corporate Secretary

The Office of the Corporate Secretary is responsible for facilitating the work of members of the Board of Directors and officers of the Corporation by managing the decision-making process, including the process of making submissions to the Board of Directors and Committees, the planning and organizing of meetings, and the recording, communicating and follow-up of decisions to ensure implementation. The Office acts as custodian of the Corporate seal, all minute books, by-laws, resolutions and CMHC Cabinet, Treasury Board and Order-in-Council submissions and decisions. The Assistant Corporate Secretary certifies official documents and co-ordinates the production of the Annual Report to Parliament. The Office of the Corporate Secretary also co-ordinates the production of the Annual Report to Parliament.

The Office of the Corporate Secretary also co-ordinates liaison with the national executives of housing-related industry associations.

Manuals

- Corporate Overview, Office of the Corporate Secretary, Vol. 1 of the CMHC Guidelines and Procedures Manual — describes the decision-making process of the Corporation
- CMHC General Management Structure — describes Corporate organizational principles and managerial responsibilities and the specific roles, core functions and authorities of members of senior management
- Cabinet Paper Systems (Privy Council Office) — describes the procedures for writing and handling Cabinet Documents
- Office of the Corporate Secretary Procedures — contains detailed internal office procedures

Classes of Records

Boards and Committees
CMHC-10
Description: Reports, notices, minutes and decisions of the Board of Directors and Management committees and related correspondence. *Topics:* Submission routing slips and register; agendas; submissions; minutes and records of decisions; distribution lists; Board of Directors — members, conflict of interest, vacancies and recommended nominees, appointments and reappointments, fees and expenses, compensation, monthly reports to Board; Pension Fund Trustees — signing resolutions, agreements, Pension Fund handbook, annual reports; Regional reports. *Storage Medium:* Microfilm and microfiche.

Federal Government Liaison
CMHC-20
Description: Information on liaison with the federal government, including Cabinet, Minister responsible for CMHC, federal departments and agencies, etc. *Topics: Canada Mortgage and Housing Corporation Act* and amendments; by-laws and amendments; directions from Minister and government; government proposals on Crown corporations; liaison with government departments and agencies; submissions to Council and Orders in Council; submissions to Cabinet and Cabinet decisions; submissions to Treasury Board and Treasury Board decisions; salaries for Governor in Council appointees; Annual Report.

Conferences and Meetings
CMHC-30
Description: Information on CMHC participation in conferences, meetings, symposia and seminars. *Topics:* Meetings of senior management held outside the established Board and committee structure; activities and liaison with the executive officers of housing industry associations; agendas, minutes, reports. *Retrievability:* Files arranged by organization.

Organization and Authorities
CMHC-40
Description: Information on the execution of corporate responsibilities; the Instrument of Delegation of Financial Signing Authorities; policies and procedures; creation of and changes in organization, roles and functions and reporting relationships of senior officers; reorganization proposals and related staff studies; signing resolutions and powers of attorney.

Access to Information and Privacy Office

The Access to Information and Privacy Office is responsible for the co-ordination and administration of the Access to Information Act and the Privacy Act within the Corporation.

Manuals

- Access to Information, in Vol. 28 of the CMHC Guidelines and Procedures Manual — describes reporting requirements and operating procedures for handling requests for access to CMHC held records. It provides information relating to the application of exemptions to records or parts of records and complaints about the Act's application
- Privacy, in Vol. 28 of the CMHC Guidelines and Procedures Manual — describes policies and procedures to protect personal information and operating procedures for handling requests for personal information.

Classes of Records

Access Requests for CMHC Records
CMHC-41
Description: Information and correspondence on the implementation of the *Access and Privacy Acts* within CMHC. *Topics:* Analytical statistical reports on the number of requests received; quarterly reports to Treasury Board; annual reports to parliament; correspondence to Treasury Board and third parties. Please address any enquiries to the Access to Information and Privacy Coordinator at CMHC National Office.

Programs Sector

Social Housing Division

The Division is responsible for assisting Canadians whose income is insufficient to gain access to adequate housing by encouraging and supporting, in conjunction with provinces, municipalities and their agencies, the provision of low and moderate-income housing and by encouraging the establishment of non-profit and co-operative housing corporation projects.

Manuals

- Social Housing, Vol. 7 of the CMHC Guidelines and Procedures Manual — describes the administration of Social Housing Programs

Classes of Records

Social Housing
CMHC-100
Description: Information on social housing and related federal-provincial, non-profit and co-operative activities. *Topics:* Reports, booklets, program stacking; maximum unit price; integration of housing allowance. *Retrievability:* Files arranged by province.

Federal-Provincial Housing
CMHC-110
Description: Information on the capital cost and operating cost of public housing projects, shared by federal-provincial partnership and the management of these projects; also provincially-owned and provincially-leased public housing and CMHC subsidies towards project operating costs. *Topics:* Inspections; consultants; vandalism in high-density housing; rental scale study; administration of projects; fire insurance; social and recreational facilities; tenants' associations; rent supplement plan; subsidies — claims and agreements; individual public housing projects. *Storage Medium:* Insured loans on microfilm. *Retrievability:* Files arranged by province, municipality and project.

Non-profit and Co-operative Housing
CMHC-120
Description: Information on provincial, municipal and private non-profit corporations, which operate rental housing projects for persons of low and moderate income and co-operatives, which provide housing for their low and moderate-income members. Such housing provides

for an income mix in projects and encourages the restoration of existing buildings through the non-profit Residential Rehabilitation Assistance Program (RRAP); also information on the Start-Up and Community Resource Organization Program (CROP) which provides start-up financing and development assistance, including the acquisition of technical and professional services. *Topics:* Federal-provincial operating agreements; subsidy assistance; monitoring and advertising; rental scales; equity; commitments; charter approval; unit sales, sales tax rebates and exemptions; annual reporting; construction management and rehabilitation; housing acquisition techniques; public non-profit; private non-profit; continuing non-profit co-operatives; agreements; insured loans; land lease; native and urban native housing; Start-Up Program; CROP; non-profit RRAP. *Storage Medium:* Insured loans on microfilm. *Retrievability:* Loan files arranged by province and locality.

Rural and Native Housing Division

The Division is accountable for the delivery of Rural and Native Housing Programs to Natives in all areas, to Indians on reserves and to low income people, in communities with a population of less than 2,500 and for the encouragement of maximum client involvement in meeting their housing needs. It provides guidelines and procedures for Field Office delivery of housing units with provincial agencies, Department of Indian and Northern Affairs (DIAND) on-reserve activity and client groups, and renovations and repairs of units under the rural Residential Rehabilitation Assistance Program (RRAP) and Emergency Repair Program. It administers support mechanisms, including sustaining grants, project funds, secondment of administrative and technical staff, native cadre training and client training courses, training material and equipment.

Manuals

- Rural and Native Housing, Vol. 8 of the CMHC Guidelines and Procedures Manual — describes the administration of the Rural and Native Housing Programs
- Rural Residential Rehabilitation Assistance Program (RRAP) Handbook
- Counselling Handbook — Homeownership

Classes of Records

Rural and Native Housing
CMHC-130
Description: Information and studies on all rural and native housing programs; also liaison with other government departments and clients. *Topics:* Rural and Native Housing Task Force; program information; Native Housing policy proposals; Non-status Indian construction companies; newsletters; enquiries; National Anti-poverty Organization; Department of Indian Affairs and Northern Development. *Retrievability:* Files arranged by province.

Program Delivery
CMHC-140
Description: Information on the Rural Residential Rehabilition Assistance Program (RRAP) and the Rural and Native Housing Program. *Topics:* Policy; procedures; forms; surveys; amendments; agreements; year-end reports; on and off-reserve RRAP; public housing negotiations; housing authorities; associations and corporations; property inventory; training seminars; training materials, workshops and equipment. *Retrievability:* Loan files arranged by province.

Program Support
CMHC-150
Description: Information on secondment of expertise and native cadre training in support of CMHC social programs; also information on sustaining grants to help remote and fringe communities identify and meet their housing needs and the projects funds available to rural and native community groups not sponsored by provincial or municipal agencies, to undertake housing projects for themselves and other low-income families. *Topics:* Rural and Native Housing Secondment Program and Native Cadre Training — reports, training plans, salary administration, job descriptions, evaluations and related correspondence; sustaining and emergency repairs. *Retrievability:* Training files arranged by province; grants arranged by province and delivery agent; projects arranged by province and project sponsor.

Residential and Community Improvement Division

The Division promotes and supports the rehabilitation of substandard housing and the improvement of existing housing. It develops and maintains adequate program training and guidance material, distributes program promotion and information aids, maintains ongoing monitoring of the program management, and develops training courses in rehabilitation skills.

The Division provides national direction to the Land Assembly, Municipal Infrastructure, Municipal Incentive Grants and Urban Renewal Programs. Its tasks include program planning, monitoring of Field operations, provision of direction and assistance to Field Offices, development of program changes and improvements, identification of policy issues, provision of information and recommendations to management and the implementation of management decisions. The Division also provides the Corporation with representation on the Treasury Board Advisory Committee on Federal Land Management.

Manuals

- Neighbourhood Improvement Program and Residential Rehabilitation Assistance Program, Vol. 6 of the CMHC Guidelines and Procedures Manual — describes the administration of these programs
- Canada Home Renovation Plan (CHRP), General Memorandum — describes policies and procedures for the program's administration
- Trainer's Guide and Student's Handbook — Rehabilitation Skills Training Centre
- Municipal Infrastructure and Land Infrastructure, Vols. 4 and 5 of the CMHC Guidelines and Procedures Manual — describe the administration of the programs
- Corporation Instruction Manual, Urban Renewal

Classes of Records

Municipal Infrastructure
CMHC-160
Description: Information on loans and grants provided to municipal authorities for water and sewage treatment systems; also for planning and feasibility studies related to these systems. *Topics:* Individual loan and grant applications; federal-provincial joint committees' program monitoring; regional sewerage and water plan studies. *Retrievability:* Files arranged by province and municipality; individual case files for loans and grants.

Municipal Incentive Grants
CMHC-170
Description: Information on the encouragement of municipalities to develop land for modest-size housing units at medium density and value; also clarification and expansion of existing policies and changes in policy, eligibility determination of special projects and advice to the Minister on upcoming grant payments for a certain period. *Topics:* Policy, procedures and inquiries; individual municipalities' requests for payments. *Retrievability:* Files arranged by province and municipality.

Land
CMHC-180
Description: Information on federal contributions and loans to municipalities and provincial agencies, sometimes in partnership with CMHC, to acquire and develop an adequate supply of serviced residential land and to encourage a high standard of residential development or to acquire, service and redevelop blighted urban lands; also information on lands owned by the Corporation for similar purposes; research and policy development for urban residential land use, land supply, public and private land development programs and public land assembly. *Topics:* Urban renewal; negotiations and agreements; federal-provincial land assembly planning and development; Land Assembly loans; CMHC-owned lands; market and feasibility analyses; financial viability; land disposal and leasing; policy research; Treasury Board Advisory Committee and loan insurance on Federal Land Management. *Retrievability:* Files arranged by project, province and municipality.

Neighbourhood Improvement Program (NIP) and Residential Rehabilitation Assistance Program (RRAP)
CMHC-190
Description: Information and correspondence on the administration and delivery of the Neighbourhood Improvement and Residential Rehabilitation programs to improve neighbourhood amenities and services and the housing and living conditions of residents. *Topics:* Monitoring and evaluations; liaison with other government departments and agencies; site clearance; agreements; non-profit RRAP; Rural and Native Housing RRAP; urban and private rental RRAP; inter-program impact; program development, including rooming houses; rehabilitation standards, conversion studies and renovations for the disabled. *Storage Medium:* EDP Systems. *Retrievability:* Files arranged by province and municipality. Neighbourhood Improvement Program information is arranged by municipality and neighbourhood; Residential Rehabilitation Assistance Program, by individual case loan.

Canada Home Renovation Plan (CHRP)
CMHC-200
Description: Information on the administration and monitoring of the Canada Home Renovation Plan. *Topics:* Regulations, program funding; eligible areas, properties, applicants, work; property standards; financing and security; CMHC agents; applications and loan process; program interfaces; inspection requirements; reports and monitoring activities. *Storage Medium:* EDP systems. *Retrievability:* Individual loan case files.

Rehabilitation Skills Training Course (RSTC)
CMHC-210
Description: Information on the policy, administration, development and delivery of training courses to the Corporation's primary clients and to the rehabilitation industry at large. *Topics:* Training course material, including certification, accreditation and fees; course delivery and critiques; marketing.

Insurance Sector

Underwriting Division

The Division promotes the effective operations of the mortgage insurance market and the housing market by providing leadership in mortgage insurance on a full recovery basis while pursuing additional public policy objectives.

It predicts claims risks; provides claims forecasts; monitors and fosters development of the mortgage insurance market and industry; recommends changes in legislation; monitors underwriting policies and procedures; develops new policies and procedures; documents and communicates with the Field and clients; provides training in mortgage loan underwriting; evaluates special projects. It also recommends approval of new lenders; establishes effective two-way communication with lenders, builders and realtors; promotes the use of NHA insurance; and monitors the financial and managerial capability of developers.

Manuals

- Approved Lender's Handbook
- Direct Lending, Vol. 2 of the CMHC Guidelines and Procedures Manual — guidelines and procedures for Residual Direct CMHC lending up to and including the placing of the loan on repayment
- Insured Lending, Vol. 3 of the CMHC Guidelines and Procedures Manual — guidelines on underwriting of National Housing Act loans
- Common Program Guidelines and Procedures, Vol. 10 of the CMHC Guidelines and Procedures Manual — describes the reporting of statistical data for National Housing Act loans and the septic tank lending policy
- Canada Rental Supply Plan, General Memorandum — describes policies and procedures for the program's administration

Classes of Records

Underwriting
CMHC-260
Description: Correspondence and documents on the analysis, monitoring and evaluation of loans, mortgages and guarantees. *Topics:* Simplification of mortgage forms; claims risks; claims forecasts; underwriting policies and procedures; loan regulations; mortgage loan underwriting training; new developments in the mortgage insurance market; special projects; Loan Acquisition Review Committee. *Storage Medium:* Mortgage Insurance Fund (MIF) claims control by EDP system.

Insured Lending
CMHC-270
Description: Information and correspondence on the insuring of eligible mortgage loans by private lenders and eligible debenture securities issued by provinces, municipalities and public housing agencies. *Topics:* Insured loans; approval of new lenders; correspondence with approved lenders; agreements; Assisted Home Ownership Plan (AHOP); Assisted Rental Program (ARP); Graduated Payment Mortgages (GPM); condominiums; Canada Rental Supply Plan; interest rates; holdbacks and liens; maximum loans; insurance fees; paid-up loans; title defects and survey; maximum selling price; monitoring; construction defects; Urea Formaldehyde Foam Insulation (UFFI); amortization and down payment; interest and underwriting fees; chattel mortgages; renegotiable interest rate mortgages; variable interest rate mortgages; collateral; second mortgages; rental loans; debenture financing; non-residential facilities; on-reserve loans; five-year term mortgages. *Storage Medium:* Approved lender loans on microfiche. *Retrievability:* Files arranged by approved lender, on microfiche.

Mortgage and Insurance Claims Division

The Division develops policies and procedures and administers Corporation-owned mortgages and housing subsidy programs. It monitors and evaluates activity, reviews reports and counsels Field office personnel on all their loan administration responsibilities.

The Division is also responsible for the prevention and the settlement of claims against the Mortgage Insurance Fund (MIF). It recommends changes in legislation, develops policies, directives, guidelines and procedures, monitors approved lenders' arrears, and makes interventions with the lenders to ensure proper arrears control and to salvage projects in financial difficulty in order to minimize the number of claims. It is also responsible for the prompt and efficient settlement

of claims against the Mortgage Insurance Fund and the Home Improvement Loan Insurance Fund.

Finally the Division is responsible for the Canada Mortgage Assistance Centre, which assists eligible borrowers to cope with increased costs resulting from higher interest rates affecting mortgage payments at the time of renewal by receiving and processing applications for either the interest deferral guarantee or grants. It also administers the Canadian Homeownership Stimulation Plan.

Manuals

- Mortgage Administration, Vol. 9 of the CMHC Guidelines and Procedures Manual — describes internal guidelines on the administration of mortgages
- Portfolio Management Training Manual for Mortgage Administration
- Canada Mortgage Renewal Plan, General Memorandum — describes the terms and conditions of the Plan, CMHC's role in both direct CMHC loan, insured and uninsured mortgage loans
- Canadian Homeownership Stimulation Plan, General Memorandum describes the terms and conditions of the Plan and CMHC's role in it

Classes of Records

Mortgage Administration
CMHC-280
Description: Policy and correspondence on administration, monitoring and evaluation of loan activity under the National Housing Act; administration of some approved lender loans and advice to Field Offices on loan repayment and administration. *Topics:* Mortgage documentation; taxes; loan advances; insurance; statement of accounts; loan amortization and repayment; assistance reviews; rental reviews; mortgage renewals; mortgage sales; non-amortization of accounts; re-amortization of accounts; protection of mortgages that are not a first charge; discharges; partial discharges; mortgage backed securities; easements. *Retrievability:* Files arranged by loan case file.

Prevention of Claims
CMHC-300
Description: Correspondence and information on the control of Approved Lenders' and CMHC direct-insured loans in arrears; also CMHC interventions to salvage projects in financial difficulties and statistical data concerning arrears, trends, etc. *Topics:* Policy and procedures; approved lenders' arrears reports partly on EDP; correspondence with approved lenders; monthly statistical arrears reports; transcript of accounts (on microfilm) for all centralized CMHC direct-insured loans. *Retrievability:* Arrears reports arranged chronologically by lender.

Insurance Claims
CMHC-310
Description: Information on insurance claims and documentation of individual claims against the Mortgage Insurance Fund. *Topics:* Policy and procedures; correspondence; individual insurance claim files — claim form, title documents and other supporting documents such as transcript of mortgage account, copies of invoices, etc.

Home Improvement Loan Insurance Fund
CMHC-320
Description: Annual reports of outstanding Home Improvement Loans, information on the settlement of claims against the Home Improvement Loan Insurance Fund, the collection of bad debts and the control of the fund's contingent liability for each lender. *Topics:* Policy; correspondence; individual Home Improvement Loan Insurance claims; bad debt collection reports; ledger cards (bad debts); contingent liability register. *Retrievability:* Files arranged by lender and borrower.

Interest Deferral
CMHC-350
Description: Information on the application for and approval of assistance for mortgage renewal by interest deferral. *Topics:* Policy; correspondence; applications; approvals; deferral arrangements; statements of account; termination of assistance; arrears reporting; retroactivity; applicant files — certification by lender, application forms. *Retrievability:* Files arranged by individual, certification number and Canada Mortgage Renewal Plan (CMRP) number.

Grant Assistance
CMHC-360
Description: Information on grant assistance under the Canadian Homeownership Stimulation Plan and the Canada Mortgage Renewal Plan. *Topics:* Policy; correspondence; applications; grant assistance; termination of assistance; statement of accounts; retroactivity; program statistical and analytical reports; applicant files — lender, record of disbursement. *Retrievability:* Grant case files arranged by individual.

Real Estate Division

The Division develops policies and procedures and administers real estate properties. It monitors and evaluates activity, reviews reports and counsels Field Office personnel on all their property administration responsibilities.

The Division also disposes of Mortgage Insurance Fund (MIF) and Corporation Owned Real Estate (CORE) assets by inviting individuals and companies (proponents) whose background and financial worthiness has been verified to make proposals for the purchase of real estate assets, through Requests for Proposals (RFP). In conjunction with local corporate personnel, negotiations and final sales agreements are made with lead proponents. The Division also monitors real estate marketing activities across the country for all categories of assets, and prepares and issues procedures and policies on marketing.

Manuals

- "Singles Properties Management and Disposal" Module 2 of Property Administration, CMHC Guidelines and Procedures Manual
- Real Estate Program, General Memorandum B-1646 — spells out program objectives, guidelines and authorities
- Property Administration, Vol. 11 of the CMHC Guidelines and Procedures Manual — describes internal guidelines on the administration of properties

Classes of Records

Property Administration
CMHC-290
Description: Policy, correspondence and documents on the repair and rehabilitation, leasing, management, maintenance and sale of land and buildings owned by the Mortgage Insurance Fund and the Corporation. *Topics:* Rent increases; rental arrears; property insurance; capital improvements; maintenance; contracts; title documents; tender calls; employee house purchase plan and sale; property revenue and expenditures; inventory of Corporation-owned properties; federal surplus land and buildings; management of inherited wartime and military housing; management of housing owned by other federal government institutions; federal-provincial land sales; sale of subsidized public housing; tenants' associations. *Retrievability:* Files arranged by municipality and project; employee house and loan case files by name of individual.

Sale of Repossessed Multiple Unit Housing Project
CMHC-330
Description: Information on selected multiple projects, repossessed by Mortgage Insurance Fund (MIF) or the Corporation and offered for

sale to the private sector through the Request for Proposal (RFP) technique; proposals by invitation from a list of acceptable buyers with demonstrated financial and management capability and satisfactory credit standings; negotiations to sell projects. *Topics:* Project data files — photographs of buildings, physical neighbourhood characteristics of the project, rental income, project expenses; negotiation files — original proposals, offers to purchase and resulting counter-offers, final agreements for sale, evaluation of new proceeds; proponent files — statements of personal net worth, financial statements on company operations, bank references, credit reports. *Retrievability:* Files arranged by project, Request for Proposal (RFP) and buyer.

Sale of Repossessed Single and Condominium Housing Units
CMHC-340
Description: Information on the sale of single-family dwellings (detached, semi-detached, row housing units, duplexes, triplexes) and condominium units repossessed through claims on the Mortgage Insurance Fund (MIF) or through foreclosure on the direct Corporation loan. *Topics:* Priority for disposal (to the individual tenant-occupants, to homeowners, to investors for eventual resale); method of sale — Corporation staff, Multiple Listing Service (MLS), brokers, marketing contractors; sales documentation; performance standards in marketing of properties; sales incentives available in certain soft market areas; property appraisal and market evaluations; condominiums; properties inventory.

National Office Support Centre

The Centre provides professional and technical support for CMHC program operations and Field Offices through consultation and advisory services, information transfer, project monitoring and evaluations, and training. It advises on appraisal, housing design, building technology, technical drafting services and maintains liaison on these matters both within CMHC and with outside bodies. It also provides assistance in recruitment, training, and deployment of appraisal, architecture, planning landscape architecture and construction technology personnel. Assistance is also given for development, implementation and advice on technical standards and metric policies.

Manuals

- National Office Support Centre, Vol. 23 of the CMHC Guidelines and Procedures Manual
- Corporation Appraisal Guide

Classes of Records

Housing Design
CMHC-230
Description: Correspondence, relevant standards and guidelines, resource information, research contracts, graphics and presentations related to planning, drafting and design services for housing to Field Offices, CMHC divisions, outside agencies and departments. *Topics:* Building assistance, including programs for the use of solar heating; plans service; multiple unit project monitoring and design; window and door installation guide; modest house designs; site planning; monitoring of design; window and door installation guide; modest federal-provincial housing plans; audio-visuals on landscape; rural and native housing siting and grading; flood plan; project assistance, including post-occupancy evaluation; design for emergency accommodation; care facilities for the elderly; training and development, including design service training course; Regional Industrial Expansion underwriting presentations and the following projects: St. Lawrence, Toronto; Masonic Park, St. John's, Newfoundland; Ravin Bleu, Boulevard Riel, Hull; Complexe Guy Favreau, Montréal. *Retrievability:* Files arranged by project.

Housing Technology
CMHC-240
Description: Correspondence, information and draft reports on technical and engineering services necessary to meet the current needs of program delivery and objectives. *Topics:* Technical builders' bulletins; CMHC-prescribed standards of construction; Residential Rehabilitation Assistance Program monitoring; Real Estate Master Construction and maintenance specifications.

Appraisals
CMHC-250
Description: Correspondence and information on appraisal support services for CMHC program operations. This includes consultation, liaison and advice on appraisal matters in CMHC, with other government departments and outside bodies; information transfer; project monitoring evaluation and training; assistance in the administration of the appraiser's career progression program. *Topics:* Monitoring and evaluation of projects — maximum unit prices, land values and land services costs, Urea Formaldehyde Foam Insulation (UFFI) houses; monitoring basic rates; mobile homes; rehabilitation procedures and costs; low end of market rents; appraisal training and workshops. *Retrievability:* Files arranged by project.

Policy Development and Research Sector

The Sector manages its research activities by a planned management process, supplemented by a computerized record keeping system, which is maintained and distributed by the Sector Administration Unit. Information dealing with ongoing and recently completed research projects is stored on paper and EDP organized by contractor.

Manuals

- CMHC Research Administration Process, General Memorandum B-1652

EDP Systems

- automated system for monitoring status of research projects
- automated listing primarily of research consultants who have worked for CMHC or have approached CMHC for work in the past five years.

Research Division

The Research Division plans and undertakes basic research directed at understanding the conditions and relationships affecting the supply of and demand for housing in Canada, along with it quality and affordability. The Division is responsible for the development and administration of CMHC'S research plan, and for making resulting research findings available to the public. External Incentives Programs administered by the Division include the Graduate Scholarship Program, the External Research Program and the Housing Technology Incentives Program. The Division manages the Canadian Housing Information Centre, a national housing library, through which research results are made available.

Manuals

- Graduate Scholarships Program Guidelines
- External Research Program Guidelines
- Housing Technology Incentives Program Instruction Manual

Classes of Records

Research and Development Projects
CMHC-370
Description: Information on research and investigation into housing conditions and accommodations in Canada, the CMHC research plan and distribution of resulting information. *Topics:* Research studies — market analyses, surveys and statistical reports; technical research — energy and housing, building and community engineering, architecture and planning, and technical guideline development; development

— large and small-scale demonstration projects; research and development support for small projects; research design. *Retrievability:* Information and publications dealing with ongoing research projects is stored on paper and EDP. Reports arranged by author, title and subject form the Canadian Housing Information Centre (Library).

External Research
CMHC-380
Description: Information and correspondence on the provision of grants in support of advanced research in the social, economic, legislative, environmental, physical or administrative aspects of housing; available to independent researchers as well as those in Canadian universities, institutions, private consulting firms, the professions, and the housing industry. *Topics:* Applications; advertising; awards committee; yearly program planning. *Retrievability:* Files arranged by applicant.

Housing Advisory Documents
CMHC-390
Description: Information on research and development of community and building standards and guidelines; also documentation and dissemination of technical information on these standards and guidelines. *Topics:* Site planning; noise; grading and landscaping; residential buildings, insulations; internal space in dwellings; condensation, ventilation, vapour barriers and air quality; windows, doors, walls and floors; moveable insulating devices; mobile homes; nursing homes; septic tanks; radon gas; wood foundations; fire ratings; wood framing techniques; shell housing; log houses; density of housing; leisure facilities; parking; facilities for disabled and elderly, housing access.

Community Infrastructure Research
CMHC-400
Description: Studies and contracts on technical problems, design waste and water treatment, heating and cooling utilities, and related correspondence. *Topics:* Sanitary sewage; stormwater; water purification; Canadian Water Energy Loop (CANWEL); district and central heating and cooling.

Housing Technology Incentives
CMHC-410
Description: Information on contributions to developers, builders and manufacturers of building products or ther interested persons, to pay for the special costs of developing and applying innovative ideas on-site for the first time. *Topics:* Program enquiries; objectives and priorities; lists of associations and memberships; consultations; project applications; drawings; contracts; project payments; evaluation reports; selection committee. *Retrievability:* Files arranged by year and individual application. Applications for access are subject to third party intervention.

Mortgage Capital Markets
CMHC-420
Description: Information on the interaction between the general economic and mortgage markets, competing demands for capital market funds, behaviour and intentions of financial institutions, new mortgage instruments and relevant legislative changes. *Topics:* Interest rates; secondary mortgage markets; mortgage insurance industry; banks, trust companies, mortgage companies, life insurance companies, pension funds and other savings institutions; availability of mortgage funds; federal budgets and taxes; Alaska Highway Pipeline; mortgage instruments in other countries; United Nations documentation; determinants of default risks; interest rate change insurance protection.

Housing Requirements and Housing Needs
CMHC-430
Description: Information on Canadian housing production, age and quality of the stock, demographics and socio-economic changes, housing requirement projections, housing and infrastructure mapping, and policy development. *Topics:* Long-term housing requirement projections for Canada, the provinces and specific housing markets; short-term housing demand; homeownership and rental markets; international and interprovincial migration; interest rates; shelter cost and income ratios; inner-city housing; infill housing; renovation and rehabilitation market; housing stock distribution and physical condition; heritage conservation; demolitions; conversions and abandonments; homeowner and landlord renovations; social housing and rehabilitation programs; shelter allowances; maximum unit prices; urban land supply and costs; availability of mortgage funds; alternative mortgage instruments; mortgage renewals; impact of tax treatment, including Registered Retirement Savings Plan, Registered Homeownership Savings Plan, mortgage interest and property tax deductibility, capital cost allowances and rental housing production; mortgage default and foreclosure analysis; housing policy and employment targets. *Retrievability:* By subject file.

Real Estate Development Industry
CMHC-440
Description: Information on composition, past and current activities and future orientation of the building industry in Canada, and government policies on the housing sector. *Topics:* Canadian housing characteristics, economic impact of construction; Canadian developers in foreign countries; foreign ownership of Canadian real estate; surveys of Canadian builders and developers; profile of the Canadian development industry, building industry, interaction with government; legislative amendments; market adjustments in housing industry; shelter allowances; closure of firms; residential rehabilitation industry; determinants of rehabilitation; homeownership and rental market; mobile and other manufactured homes; energy conservation; housing and taxation; residential building materials; House Price Index; residential labour and labour generation.

Planning Division

The Division prepares annually the Strategic Policy Plan and Strategic Overview, develops housing policy proposals for submission to CMHC Management, the Minister and Cabinet, provides briefings on housing issues and monitors housing related developments as they may affect all levels of government, the housing industry and the consumer. It is also monitoring the winding-down of the Community Services Contribution Program (CSCP).

Classes of Records

Strategic Plans
CMHC-442
Description: Assignments, correspondence and background documents related to the annual updates of the CMHC ten-year strategic plan. *Topics:* Files containing current and past assignments and correspondence by year of the Strategic Plan; documents relating to the annual planning session and to goal assignments to Vice-Presidents and General Managers; housing planning issues, analyses and housing market studies; background material for the preparation of Corporate, Regional and Branch Plans by Manager. *Retrievability:* By subject.

Federal/Provincial Relations
CMHC-443
Description: Federal/Provincial housing programs, policies and priorities; interface between federal and provincial housing departments and agencies, e.g., negotiations and agreements. Briefings to Federal Minister; CMHC Management; Federal/Provincial Relations Office (FPRO); Privy Council Office (PCO) and other federal agencies on Federal/Provincial relations in the housing field. *Topics:* Federal/Provincial Committees; Federal/ Provincial Conferences, meetings (Ministers and Officials); general correspondence relating to Federal/Provincial matters; Provincial Profiles; agreements; briefings; fiscal arrangements; negotiations; Provincial budget and Throne Speeches;

Provincial programs; Provincial structure. *Retrievability:* By subject and province.

Policy Development and Presentations

CMHC-444

Description: Background documentation on policy proposals, new programs, research and demonstration activities, draft policy proposals, communication plans, and speeches. *Topics:* Background documentation by topic including shelter allowances and special housing needs, mortgage renewal aid and rental housing; Mortgage Rate Protection Program; draft policy proposals; draft cabinet papers; Cabinet documents and communications plan guidelines; communication plans by topic; Minister's policy speeches; President's Speeches; Senior Corporate Officers Speeches. *Retrievability:* By subject topic and programs.

Community Services Contribution Program

CMHC-445

Description: Information relating to federal financial aid to municipalities through the provinces for the provision and improvement of community services. *Topics:* Agreements; claims; certified statement of accounts; allocations of funding; monitoring and evaluation of allocations; negotiations and meetings with provincial officials; program publicity and enquiries; annual review; stabilization; old municipal infrastructure and new program comparison; Neighbourhood Improvement Projects (NIP). *Retrievability:* EDP, arranged numerically by subject. Claims are filed by province and claim number.

Program Evaluation Division

The Division carries out periodic and objective reviews and assessments of National Housing Act programs on behalf of the President. A program evaluation is intended to determine, in light of present circumstances, whether the program continues to be necessary, if the program is effective in meeting its objectives, whether its design and its results are adequate. Matters such as the rationale of the program, its impact on the public and its cost-effectiveness as compared with alternative means of program delivery are considered.

Classes of Records

Program Evaluation

CMHC-441

Description: Information relating to the development of CMHC five-year program evaluation plans and amendments; correspondence, surveys, studies, reviews relating to evaluation of specific National Housing Act (NHA) programs to assess whether they are meeting the objectives of: accessibility, affordability and suitability for Canadian, in various areas of the country. *Topics:* CMHC five-year program evaluation plan; public housing tenant surveys; non-profit and co-operative housing; social housing; rent supplement; Rural and Native Housing; Residential Rehabilitation Assistance Program (RRAP); Federal Housing Action Program (FHAP); Assisted Home Ownership Program (AHOP). *Retrievability:* Arranged numerically by subject.

Statistical Services Division

The Division acquires, analyzes and makes accessible the data required to support program research and policy development. It manages all surveys conducted by or for the Corporation; disseminates National Housing Act program data through regular and ad hoc publications; acquires data for research applications from third parties; and produces a wide range of analytical services in fields such as operations research and financial mathematics.

Manuals

- Statistical Services. Vol. 20 of the CMHC Guidelines and Procedures Manual — describes the housing starts and completions, completed and unoccupied dwelling surveys
- Data Policy Manual

Classes of Records

Housing Survey Data

CMHC-450

Description: Dat acquired through regular Corporation surveys or from Statistics Canada reports; includes correspondence, programs, descriptions, approvals, contracts and analyses. *Topics:* Multiple-unit rental buildings; conventional lending, housing starts and completions; market absorption; apartment vacancies, rents; census and ad hoc survey information. *Storage Medium:* EDP systems. *Retrievability:* Files arranged by geographic location.

National Housing Act Data

CMHC-460

Description: Summary information on National Housing Act program activities; includes the number of loans on dwelling units, dollars and hostel beds, and their dollar value at the provincial level. *Topics:* Sewage treatment; Land assembly; Rural and Native Housing Program; Community Resource Organization Program; Start-up Funds; Municipal Incentive Grants and public housing; homeownership and rental housing; home improvement lending. *Retrievability:* Files arranged by office, province city and municipality.

Project Implementation Division

The Division undertakes field application and testing of research themes and concepts that improve housing and community environments, in collaboration with industry and other levels of government. It also continues to manage the Corporation's interest in land development projects initiated under the Demonstration Program.

Classes of Records

Demonstration Projects

CMHC-470

Description: Information on specific projects undertaken to test the feasibility and cost of particular new housing designs and concepts, demonstrate the viability of alternative approaches to the provision of shelter and associated service and improve housing and community environments. *Topics:* Submissions and briefs; financial arrangements for projects; feasibility studies, planning and design; special studies; agreements; selection of consultants; contracts; meetings and committees for the following projects: LeBreton Flats, Ottawa; Market Square, St. John; Maryfield, Charlottetown; Revelstoke, British Columbia; St. Pierre Street, Montreal; Vieux Port, Montréal; Vieux Port, Québec; Woodroffe Avenue, Ottawa. *Storage Medium:* Photographs.

Policy and Research Communications Unit

The unit arranges for the publication and distribution of research documents produced by the Sector, and assists in the articulation of housing policy.

Finance and Management Information Systems Sector

Controller's Directorate

The Directorate is composed of two units: Financial Services and the Investment Portfolio Accounting Division. It is responsible for the

maintenance, accuracy and custody of CMHC's accounting records and the preparation of financial statements and reports. It handles the collection, deposit and distribution of funds payable to CMHC, establishes and maintains fiscal controls, and supervises the Corporation's investments, including the accounting and custodial activities for all National Housing Act loans, mortgages and federal-provincial investments. It also provides program cost information for profitability analyses, obtains recoveries of funds paid out on behalf of the government and maintains the financial agreements with the Department of Finance involving the terms and conditions of CMHC borrowings.

Manuals

- Financial Services, Vol. 16 of the CMHC Guidelines and Procedures Manual — describes accounts, accounting and financial controls
- Investment Portfolio Accounting, Vol. 17 of the CMHC Guidelines and Procedures Manual — describes operations of the Investment Portfolio Accounting Division and the accounting systems used for loans, mortgages and federal-provincial investments

Classes of Records

Financial Control Matters
CMHC-472
Description: Records in this category of classes cover the overall financial management and activities reflecting the receipt, control and expenditures of Corporation funds. *Topics:* General Ledger, financial reports, accounts and accounting allotments and transfers, audits and audit claims, financial agreements with the Department of Finance (terms and conditions of CMHC borrowings), debenture accounting, investment portfolio accounting, banking methods and bank reconciliation, budgetary practices, personal and service contracts, expenditure transactions, personnel payroll transactions, bank direct deposit computer tape, employee time reporting system, financial signing authorities, cash, funds, grants, subsidy administration, accounts receivable from the Minister, (Government subsidies disbursed by CMHC) and other fiscal details. *Retrievability:* EDP, by accounts by subject, by activity, by responsibility centres and by loan case files.

Treasurer's Directorate

The Directorate is composed of six organizational groups, each specializing in a specific function. These groups are: Operating Budget and Financial Analysis Group responsible for the processes relating to the Corporate business strategy, including business and functional plans, the management of the operating plan, budget and financial reporting; Capital Budget and Estimates Group responsible for the management of the financial authorities and forecasts related to the Capital Budget — Loans and Investments, the Estimates for grants, contributions and subsidies and the Corporate Plan long term forecast; Financial Policy Analysis Group responsible for the development and documentation of financial policy, internal control processes and internal signing authorities; Financial Performance Reporting and Analysis Group responsible for the management of financial performance reporting, the development and maintenance of performance standards and the cost accounting policy; Corporate Financing Group responsible for the analysis and financial viability of the Asset portfolio; Pension Fund Group responsible for the administration of the fund policies and management of the Fund's financial assets.

Manuals

- Finance Sector CMHC Guidelines and Procedures Manual, Vols. 15, 16, 17 and 18
- Instrument of Delegation of Financial Signing Authorities
- Pension Fund Handbook — describes the policies on investments of the Pension Fund and the rules on benefits
- Pension Fund Operations Manual — day-to-day operating procedures for the Pension Fund staff

Classes of Records

Financial Management Matters
CMHC-474
Description: Records in this category of classes cover the overall financial management and activities of CMHC. *Topics:* Financial forecast, financial reporting systems and financial management reports, performance reports, CMHC's administrative expenses budget, including furniture and equipment, staff-year allocation, lending and budgetary expenditures, regional budget allocations, CMHC financial *Guidelines and Procedures Manuals*, Instrument of Delegation of Financial Signing Authorities. *Retrievability:* By subject, *National Housing Act* programs, by manual number.

CMHC Pension Fund
CMHC-476
Description: Information concerning Pension Fund investments. *Topics:* Mortgages; Equity Shares; Bonds; Short-Term Investments; Real Estate; Reports and Financial Statements; Actuarial Valuation; Banking; Investment counsel; Pension Fund Board of Trustees; Investment Committee; Agreements. *Retrievability:* By subject.

Systems Directorate

The Directorate is composed of four units: Systems Development Division, Business Systems Support Division, Existing Computer Systems Group and Resources Management Group. The Directorate plans, designs, develops, tests, integrates, implements, documents, modifies and maintains business computer and manual systems to support the operational functions and the management information needs of the Corporation. It also co-ordinates the production of the *Guidelines and Procedures Manuals* of the Corporation.

Manuals

- CMHC Guidelines and Procedures Manual, which describes CMHC's Business Systems, 32 volumes, including a Key Word Index, a CMHC Forms Manual and a Corporate Dictionary
- Systems Development Methodology — describes step-by-step instructions to develop any new EDP system in the Corporation
- Electronic Data Processing (EDP) Standards — detailed standards for the use of the data processing staff when developing new EDP systems
- High-Level Design Methodology
- Detailed Design Methodology
- Functional Specification Manuals

Classes of Records

Systems Development Projects
CMHC-478
Description: These files contain information on system projects while they are in development. *Topics:* Statement of requirements, advisability study, system design, programs, user manuals, quality assurance data, testing data, plans and budgets. *Retrievability:* By project.

Existing Computer Systems (ECS)
CMHC-480
Description: Information on the Corporation's operational computer systems and update capability. *Topics:* Energy conservation; finance; administration; market analysis; housing program operations; technical services; mortgage administration; real estate management; personnel information systems. *Retrievability:* Files arranged by system.

Business Systems Documentation
CMHC-490
Description: This class covers correspondence and material related to the development and maintenance of all formal Corporation manuals such as the *Guidelines and Procedures Manuals*, the *Approved Lenders' Handbook*, policy and technical bulletins and memoranda. It also maintains information on the preparation, design and improvement of forms used by the Corporation and its clients. *Topics:* Forms; Guidelines and Procedures; Approved Lenders' Handbook; General Memoranda (to Corporate staff); Builders' Bulletins; Advice to Approved Lenders. *Retrievability:* Microfiche, by subject, information concerning forms is filed by numerical sequence.

Quality Assurance
CMHC-491
Description: This class covers information to review the quality of computer systems at each sub-phase of the project life-cycle, including testing of computer programs manual and automated procedures, also the adherence by staff to CMHC EDP standards. *Topics:* New computer Systems Development; Existing Computer Systems. *Retrievability:* EDP, by subject.

Data Processing Services Directorate (DPSD)

The Direcorate is composed of five groups: Production Systems, Computer Operations, Technical Planning and Support, Data Resources Management and Resources Management. It operates and maintains CMHC's computer facilities, manages the level of service provided to production systems' users, manages the evolution of the Corporation's technical environment consistent with business requirements, manages the Corporation's data, assists systems developers in the introduction of new applications into the operating environment and ensures the security of the EDP environment.

Manuals

- Management Information Systems Sector, Vol. 27 of CMHC Guidelines and Procedures Manual, 3 modules — describes policies and procedures relative to acquisition of data processing facilities, operation of data processing systems and data management.
- Computer Centre Operations Manuals — provides procedures for operating the CMHC Computer Centre and supporting users in the operation of their systems.
- Computer Centre Users' Guide — provides information on the CMHC data processing hardware, support software and support services provided by the Data Processing Services Directorate (DPSD).
- DPSD News — provides regular updates to the Computer Centre Users' Guide.
- Data Base Procedures Manuals — provides guidance relative to the development of systems which use the Corporate Data Base, and for the maintenance of the Data Base Management System.
- Data Dictionary Users' Handbook — outlines policies, general information and procedures relative to the data stored in the Corporate Data Dictionary.

Classes of Records

Data Processing — General
CMHC-492
Description: Correspondence of a general nature relating to the operation of CMHC's Computer Services. Includes correspondence both with in-house users and private sector suppliers of computer related services. *Topics:* Requests for Proposal; manufacturers' data processing and suppliers' correspondence; contingency planning; CMHC users of data processing services. *Retrievability:* Arranged by subject. Manufacturers arranged alphabetically.

Technical Planning and Support
CMHC-493
Description: Technical aspects and administration of CMHC data processing facilities and services. *Topics:* Mainframe, hardware and software products; EDP services and facilities management; data communications network; systems engineering development project support. *Retrievability:* Arranged by subject and project.

Production Systems
CMHC-494
Description: Correspondence relating to the operation of production systems. *Topics:* Internal project information (strategic and tactical plans); service level agreements; problem reports; special requests; standards and procedures; vendor (suppliers of computer related services) correspondence; contingency planning; EDP security. *Retrievability:* Arranged by subject. Vendor files arranged by company name.

Computer Operations
CMHC-495
Description: Information relating to the day-to-day operations of CMHC data processing services. *Topics:* Reports; backup data entry tapes, log books and journals; program listings; detailed planning activities; hardware and software planning, installation and maintenance; computer capacity planning; performance measurement of equipment and software; problem/change management. *Retrievability:* Arranged by subject, project, product and company.

Data Resource Management
CMHC-496
Description: Technical aspects and administration of policies and procedures for management of data on computer in CMHC. *Topics:* Data base management; data base software technical support usage; collection and analysis of data coding and classification of data; Corporate data dictionary/directory; end-user access to data; data management support to computer system development projects. *Retrievability:* Arranged by subject and project.

Organization Development Sector

Human Resources Centre

The Centre is the CMHC human resource management unit. It is responsible for developing organizational policies and model organization structures, assessing proposals for organizational changes and assisting responsibility centres in optimizing their organizational structures. It is also responsible for all aspects of personnel services such as staffing, training and Official Languages.

Manuals

- Human Resources Management, Vol. 12 of the CMHC Guidelines and Procedures Manual — provides the policy and procedural framework within which human resource management in CMHC is carried out

Administration Division

The Division provides the overall administration support services for the National Office and Field Offices.

Manuals

- CMHC Guidelines and Procedures Manuals, Vol. 21, Administration; travel on Corporation business, correspondence management, records management, material management, printing and composing, telecommunications and transportation management
- CMHC Guidelines and Procedures Manual, Vol. 25, Security Services; provides security education and guidance for CMHC employees in the protection of corporate property, information and personnel, safety and emergency planning procedures

- Subject Classification Guide, Records Managment, 2 volumes

Corporate Relations Office

The Office co-ordinates communication between executives and senior field officers of the Corporation and the Minister, the Government and Members of Parliament and has responsibility for international relations. It also provides administrative support for the Minister, Chairman, President and Vice-Presidents by providing briefing material, preparing correspondence and preparing responses to oral and written questions in Parliament.

Manuals

- Corporate Relations Office, Vol. 1, Mod. 4, of the CMHC Guidelines and Procedures Manual

Classes of Records

Economic Commission for Europe (ECE) Committee on Housing, Building and Planning
CMHC-500
Description: Information on the CMHC role in the Committee's Session and Study Tour in 1983 and their organization. *Topics:* The Economic Commission for Europe (ECE) Committee on Housing, Building and Planning, Forty-Fourth Session in 1983; ECE Group of Experts on Urban and Regional Research 1983; Study Tour.

Housing Authorities
CMHC-510
Description: Information on the formation of Housing Authorities and appointment of members to Housing Authority Boards responsible for administering federal-provincial low-rental housing projects; related correspondence. *Topics:* Federal representatives to nominating committees; formation of Housing Authority boards; federal representatives on boards; board membership. *Retrievability:* Files arranged by municipality.

International Housing
CMHC-520
Description: Information on international agreements and correspondence on bilateral and multilateral housing issues; also information dealing with the United Nations, the Organization for Economic Co-operation and Development (OECD) and interdepartmental committees dealing with housing. *Topics:* United Nations and regional economic commissions; major UN conferences; other international organizations; international non-governmental organizations; special international projects; international involvement of provinces and territories; country files, including contracts with/or events in foreign countries; interdepartmental committees on international matters. *Retrievability:* Files arranged by international organization and country.

Information and Communications Centre (ICOM)

The Information and Communications Centre (ICOM) plans and implements information activities that will increase public understanding and acceptance of National Housing Act programs and the role of the Corporation in Canada's residential and urban development. Its activities include a public enquiry service, preparation and distribution of press releases and newspaper features on CMHC programs and policies and a public awareness program. The Centre also seeks to keep special publics informed of the results of Corporation-sponsored research, including technical developments and innovations.

Manuals

- ICOM, Vol. 22 of the CMHC Guidelines and Procedures Manual

Women's Bureau and Equal Opportunity Office

The Office advocates equal opportunity for women in the activities of the Corporation, both in its policies and practices as an employer, and in National Housing Act policies and programs. The Office has elected delegates and representatives at the National Office and at all Branch Offices across Canada.

Manuals

- Women's Bureau Rules of Procedures and Reference Guide — a guide for representatives and delegates

Classes of Records

Women and National Housing Act Programs
CMHC-530
Description: Information on issues and concerns related to women as consumers of housing and clients of the Corporation; also efforts to ensure that the Act is non-discriminatory and meets women's housing needs. *Topics:* Mortgage market; presentations to women on housing; single-parent families; needs of the elderly; research programs; National Housing Act impact on women; social housing.

Operations Audit Division

The Division reports directly to the President and provides an independent audit function by systematically reviewing all the Corporation's operations including standards, administrative policies, processes, control procedures organization, computer systems. It reports final recommendations and observations to the Audit Committee of the Board of Directors.

Manuals

- Operations Audit, Vol. 24 of the Guidelines and Procedures Manual

Classes of Records

Operations Audit
CMHC-50
Description: Correspondence and assessment reports on the extent to which financial, human and physical resources are managed for effectiveness and efficiency by the Corporation's responsibility centres. *Topics:* Audit reports for responsibility centres within National Office and Field Offices. *Retrievability:* Files arranged by responsibility centre.

Computer Audit
CMHC-60
Description: Correspondence and audit reports on existing computer systems and systems under development to insure compliance with Corporate and industry standards. These contain information on the use, maintenance, efficiency and effectiveness of systems. There is also information on the validity of the data, processing procedures, security and information generated by the systems. *Topics:* Development of computer audit capability; EDP reviews; special audits; Mortgage Portfolio Management Systems (MPMS) phases.

Financial Audit
CMHC-70
Description: Composite and financial audit reports on financial planning, accounting, custodial and control activities of responsibility centres within National Office and Field Offices; independent and external audits of Corporation books and financial statements and related correspondence.

Special Audit
CMHC-80
Description: Audits and related correspondence on specific areas of concern carried out upon direction from the President or Chairman of

the Audit Committee and often required by unexpected and unusual circumstances. *Topics:* Provincial housing organizations; federal and provincial programs; National Housing Act, Section 40; Rural and Native housing; approved lender audits; Mortgage Insurance Fund multiple unit housing projects.

Field Operations Sector

Regional Offices

The Corporation has five Regional Offices — Atlantic, located in Saint John, New Brunswick; Quebec, located in Montreal; Ontario, located in Toronto; Prairies and the Northwest Territories, located in Saskatoon; and British Columbia and Yukon Territory, located in Vancouver.

The Regional Office is accountable for the effective and efficient direction of all the Corporation's operations in the region, conforming to established corporate objectives, policies and standards and within financial and other authorities. The Office interprets corporate policies, directives and guidelines in the region's context, supplies specialized professional, technical and certain administrative support, and provides legal services to Branch Offices in the delivery of CMHC programs and the management of the Corporation's mortgage and real estate portfolio. It initiates policies and programs and participates in the formulation of corporate policies, program plans and significant decisions affecting operations within the region, including capital budget planning and allocation. In addition, the Regional Office and the Provincial Capital Branch Office together manage federal-provincial relations in the field of housing and community development.

Manuals

- General Memoranda and Regional Directives
- Appraisal Guide

Branch Offices

All Branches across Canada are categorized by level according to volume of business activity. Level I designates the largest offices and Level IV the smallest.

These Branches are responsibility centres with authority to establish goals and strategies, promote CMHC programs, decide on projects, monitor achievements and administer resources on a cost-effective basis within national and regional objectives, priorities and guidelines. Each has the responsibility for issuing mortgage insurance undertakings, making loan commitments under the Corporation's various programs and conducting housing market analysis. Level I to III Branches also administer part of the Corporation's Mortgage and Real Estate portfolio. In Level IV office territories, the property and mortgage administration functions are usually the responsibility of a higher-level office.

Level I

- Montreal, Toronto, Vancouver

Level II

- Calgary, Edmonton, Fredericton, Halifax, Hamilton, Laval, London, Longueuil, Mississauga, Ottawa, Québec, Regina, St. John's, Winnipeg

Level III

- Hull, Kitchener, Oshawa, Prince George, St. Catherines, Saskatoon, Sherbrooke, Sudbury, Thunder Bay, Victoria, Windsor.

Level IV

- Charlottetown, Chicoutimi, Cranbrook, Kamloops, Kelowna, Kingston, Lethbridge, Moncton, North Bay, Red Deer, Rimouski, Saint John, Sault Ste. Marie, Sydney, Trois-Rivières, Val D'Or, Whitehorse, Yellowknife

Manuals

- Appraisal Guide
- Acceptable Building Material Handbook
- Manual of Building Material Evaluation Reports

Representative, Inspection and Administrative Offices

The Offices are integral parts of the parent Branch organization and are responsible for providing information to the public on CMHC programs and services. They also accept *National Housing Act* applications for processing and approval by the parent Branch and may be staffed for limited loan processing, compliance inspection and real estate administration. They assist the parent Branch in identifying housing needs within their area. The inspection and technical advice service is provided on CMHC programs, as well as to other government agencies and client groups. The Offices thus ensure that an acceptable quality of housing construction is maintained through the application of a high standard of on-site inspections in the area which they service.

Atlantic Region

- Cornerbrook, Nfld., Gander, Nfld., Goose Bay, Nfld., Grand Falls, Nfld., Marystown, Nfld., New Glasgow, N.S., Yarmouth, N.S., Bathurst, N.B., Edmunston, N.B.

Quebec Region

- Côte Nord (Hauterive), Sept-Îles

Ontario Region

- Barrie, Cornwall, Elliot Lake, Kenora, Owen Sound, Pembroke, Peterborough, Sarnia, Timmins

Prairies and the Northwest Territories Region

- Brandon, Man., The Pas, Man., Thompson, Man., Prince Albert, Sask., Grande Prairie, Alta., Medicine Hat, Alta.

British Columbia and the Yukon Territory Region

- Courtenay, Terrace, Trail

CMHC Technical Services

The unit is a field organization responsible for the delivery of cost-effective, high-quality technical service to CMHC programs. It has an evaluation mechanism that advises CMHC managers of the services they are getting, their cost and areas that require improvement. The unit improves the service through training, staff planning, and the development and application of performance standards. It also provides an evaluation service on various materials, equipment and systems used in housing construction and undertakes external contracts to provide inspection and related technical services on a fee-for-service basis.

Technical Services is also responsible for the CHIP Office, Montreal which administers, under contract with the Department of Energy, Mines and Resources, the provision of grants under the Canadian Home Insulation Program (CHIP).

Since October 28, 1980, the Department of Energy, Mines and Resources has complete legislative authority to manage this program. Any request for records subsequent to this date are to be addressed to that Department.

Manuals

- CMHC Technical Services, Vol. 26 of the CMHC Guidelines and Procedures Manual — describes the type and levels of inspections to be carried out and services available to the various CMHC programs and those of various outside clients, and the material evaluation process
- Manual of Building Material Evaluation Reports describes new,

revised and cancelled products used in *National Housing Act* housing construction

- Computer User Manuals
- Guidelines and Procedures for the Administration of the Canadian Home Insulation Program

Classes of Records

Record titles and classes at Regional, Branch Representative, Inspection and Administrative Offices are the same as those for the National Office.

Energy conservation
CMHC-220
Description: Information and correspondence on CMHC programs prior to October 28, 1980 to assist homeowners in upgrading the insulation of older homes. Also, liaison with the Department of Energy, Mines and Resources on policy matters related to the delivery of Canadian Home Insulation Program (CHIP), Home Insulation Program (HIP), and other government programs to reduce the national energy consumption is included. *Topics:* Home Insulation Program (HIP), for homes in Prince Edward Island and Nova Scotia; Canadian Home Insulation Program (CHIP), for homes in other provinces and territories; National Energy Program. *Retrievability:* Files arranged by province.

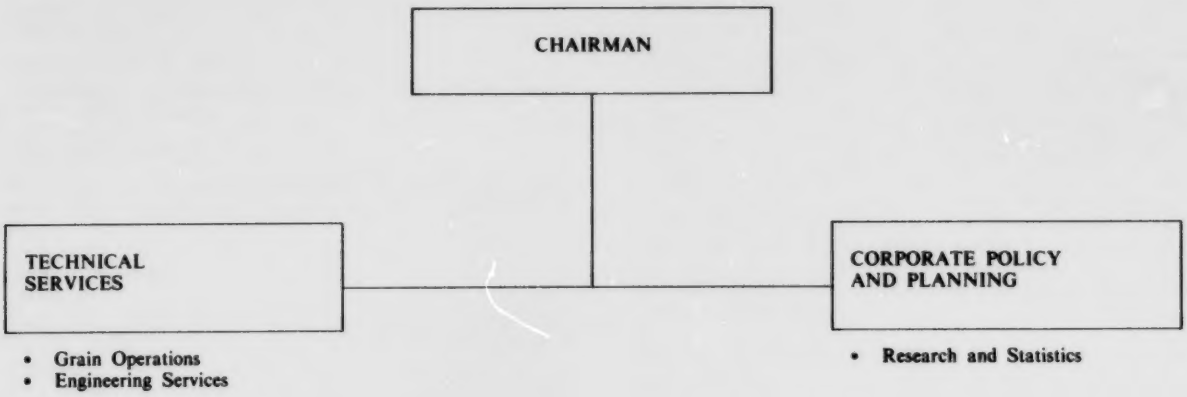
Programs Delivery
CMHC-650
Description: Information and correspondence, since October 28, 1980, on CMHC's participation with the Department of Energy, Mines and Resources in the delivery of federal assistance to upgrade the insulation of older homes. *Topics:* Administration and contractual arrangement with the Department of Energy, Mines and Resources; budget and program forecasts; activity reports.

CMHC Technical Services
CMHC-670
Description: Information on internal and external contracts on a fee-for-service basis to provide technical services such as engineering advice and housing inspections. Also instruction and advice to CMHC technical staff on individual housing projects is contained. *Topics:* Service to clients on CMHC programs; Canadian Home Insulation Program (CHIP); Multiple Unit Residential Building (MURB) Certificate of Multiple Unit Residential Construction Starts; Home Warranty Program; Department of Energy, Mines and Resources; Indian and Northern Affairs; other government agencies; Canadian General Standards Board; Canadian Standards Association; inspection training; technical bulletins; metric conversion; renewable energy; general engineering data on residential construction. *Retrievability:* Files arranged by project.

Building Materials, Systems and Equipment
CMHC-680
Description: Information on materials, systems and equipment from manufacturers requesting CMHC evaluation and various governments, individuals, architects, engineers and academic institutions concerning the publication and distribution of the *Manual of Building Material Evaluation Reports*. *Topics:* Requests from clients for evaluation by CMHC — brochures, drawings, test reports of different materials to meet particular standards for particular products written by Canadian Standards Association and the Canadian General Standards Board; correspondence on new products, requesting a review of innovation materials by National Research Council or Forintek; requests and replies on the Manual. *Retrievability:* Files arranged by individual or company.

Evaluation Reports
CMHC-690
Description: Information on a particular product, system or equipment that has been evaluated by CMHC. *Topics:* Requests for evaluation which could include application form; drawings; test reports; evaluation report. *Retrievability:* Files arranged by material, system or equipment evaluated.

Canada Ports Corporation



- Grain Operations
- Engineering Services

- Research and Statistics

ACCESS TO INFORMATION
CO-ORDINATOR
PORTS CANADA
PLACE DE VILLE, TOWER A
320 QUEEN STREET
OTTAWA, ONTARIO
K1A 0N6

Background

The Canada Ports Corporation is a Schedule "C" Crown Corporation reporting to Parliament through the Minister of Transport. The new *Canada Ports Corporation Act* of 1982 which amended the *National Harbours Board Act* of 1936 describes the structure and operation which gives Ports Canada power to implement a ports policy that will offer greater local participation in regional and national ports planning to provide for the creation of local ports corporations with a high degree of autonomy.

Overall Responsibilities

Ports Canada is responsible for administering its ports under a common objective and to ensure that they meet the federal government's responsibility for the national ports policy and the optimum deployment of resources. The Canada Ports Corporation shares with other marine components the broad objective of attending to the development and operation of a safe and efficient national marine transportation system.

Ports Canada is also responsible for ensuring that the ongoing maintenance, upgrading and major expansions to port facilities and infrastructure will provide enhanced services to port users on a competitive and cost-effective basis both for domestic and international customers.

Organization

The management structure of Ports Canada consists of a national Board of Directors, a Chairman, a Vice-Chairman, a full-time President and Chief Executive Officer and 14 other members serving part-time and representing broad regional and national interests in port matters. The Act also gives the board powers to establish local port corporations at any of the 15 Ports Canada ports which meet the criteria of national and regional significance, local interest and financial viability.

The ports of Quebec, Montreal, Halifax, Vancouver and Prince Rupert have obtained the status of local port corporation. Other non-corporate ports are located in: St. John's, Newfoundland; Saint John, New Brunswick; Belledune, New Brunswick; Chicoutimi, Quebec; Baie des Ha!Ha!, Quebec; Sept-Iles, Quebec; Trois-Rivière, Quebec; Prescott, Ontario; Port Colborne, Ontario; Churchill, Manitoba.

General Information

Industry and Government Relations
Ports Canada
Place de Ville, Tower A
320 Queen Street
Ottawa, Ontario
K1A 0N6
Telephone: (613) 996-0205
Telex: 053-4127

Access Procedures

Requests for Ports Canada records under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Ports Canada
Place de Ville, Tower A
320 Queen Street
Ottawa, Ontario
K1A 0N6
Telephone: (613) 996-1638
Telex: 053-4127

Technical Services

The Technical Services Division is accountable for providing engineering and technical support services to non-corporate ports and, on request, to local port corporations. It also provides expert advice to the Board of Directors and senior management in order to contribute to the safety, efficiency and cost-effectiveness of Canada Ports Corporation facilities. The division directs grain operation at Prescott, Port Colborne and Churchill towards the achievement of established revenue and profitable objectives.

Manuals

- Engineering Policies and Procedures

Classes of Records

Grain Operations
PC-10
Description: Information on Ports Canada grain operations: *Topics:* Leases; tariffs; operation; construction; maintenance; charges; purchasing; equipment.

Engineering Services
PC-20
Description: Information on the planning, design, construction and maintenance of the corporation's facilities. *Topics:* Consultants, construction and maintenance.

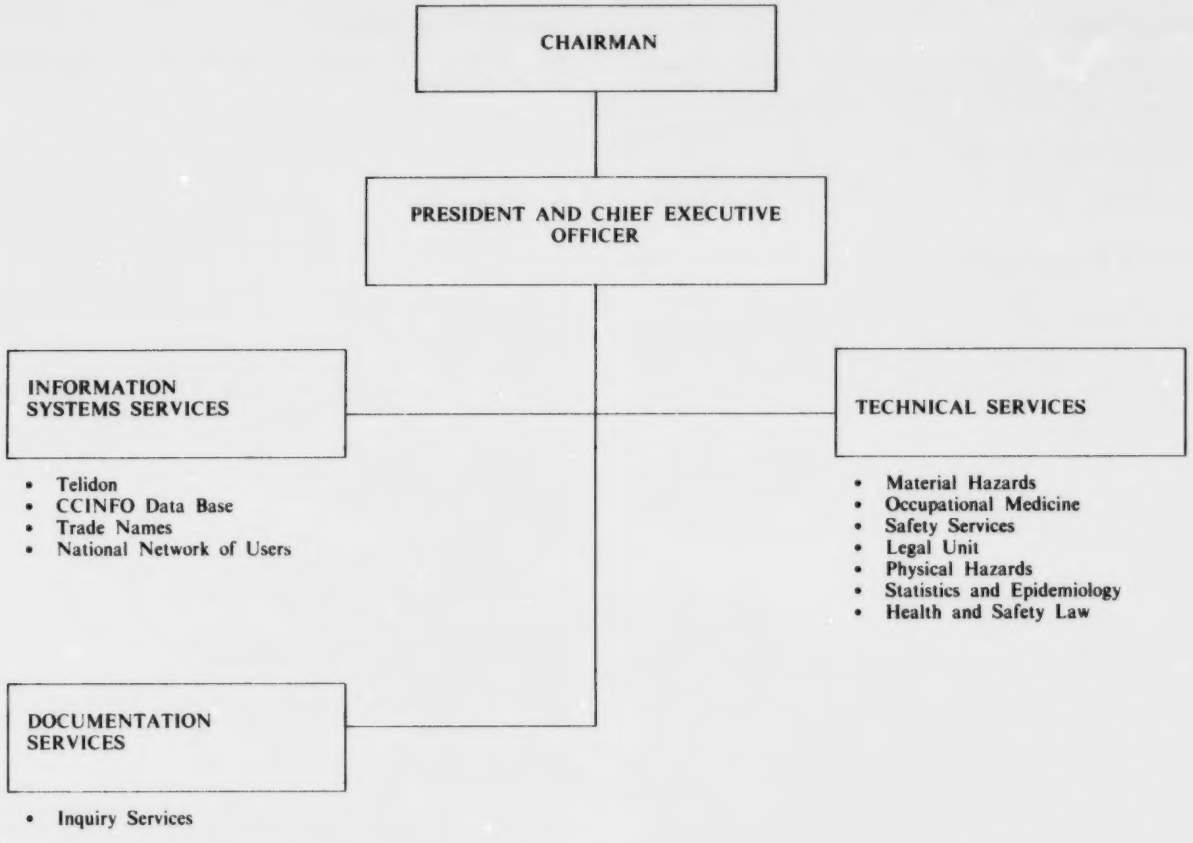
Corporate Policy and Planning

The Corporate Policy and Planning Division develops, integrates, implements and evaluates in a timely and result-oriented manner the planning process and the resulting plans of the corporation. The division also develops and implements the statistical and quantitative analysis system required in support of the planning function.

Classes of Records

Research and Statistics
PC-30
Description: Information and statistics on tariffs, marketing and goods. *Topics:* Tariffs; marketing; requests for information.

Canadian Centre For Occupational Health and Safety



ACCESS TO INFORMATION
CO-ORDINATOR
DIRECTOR OF FINANCE AND
ADMINISTRATION
CANADIAN CENTRE FOR
OCCUPATIONAL HEALTH AND
SAFETY
250 MAIN STREET EAST
HAMILTON, ONTARIO
L8N 1H6

Background

The Canadian Centre for Occupational Health and Safety (CCOHS) is a Crown corporation created by Parliament in April 1978 to promote the right of Canadians to a healthy and safe working environment. It is governed on a tripartite basis by organized labour, employers, and governments — federal, provincial and territorial.

Overall Responsibilities

In addition to facilitating open discussions and participation, this structure ensures that CCOHS policy and priorities accurately reflect the needs of occupational health and safety, and that its services receive supportive acceptance and credibility amongst the client groups. In the absence of vested legislative powers, CCOHS relies on the value of its services for their successful implementation.

The centre supports the proposition that working in Canada need not cause so much pain and tragedy. It has determined that its initial service should provide information and advice to workers and managers in Canadian workplaces. Information should be understandable to the end user — in particular, the individual worker, the individual manager, and the individual joint health and safety committee. The Information and Advisory Service has been the core function of the CCOHS over the past three years of its operation. In addition, steps have been taken to broaden the activities to a number of other services stipulated by the founding statute.

CCOHS has joined forces with other agencies seeking to eliminate the causes of job accidents and diseases, and to reduce the risks at work in general. The centre contributes to this effort as a gatherer and a supplier of information in occupational health and safety. CCOHS will also undertake studies on laws, standards and regulations bearing on workplace health and safety in Canada if requested; however, its mandate does not take it into law-making, inspection or law enforcement. Information from the centre is free. Its principal aim is to better inform workers and employers — the people closest to the realities of work and its risks — so they can help themselves. To meet their needs the centre is operating and expanding information systems based on the combined use of information, computer and communication technologies to meet users' needs for a simple, rapid and easy nationwide access to current worldwide knowledge of occupational health and safety. CCOHS plans for the information system to eventually carry the principal burden of the inquiry service. The aim is to maximize the results of the collective expertise and efforts of CCOHS staff.

Organization

The policies of CCOHS are made by a Council of Governors, which consists of 39 representatives of organized labour, employers and governments. The council has a chairman, and meets at least three times a year in various parts of Canada. The council is independent of the government of the day. Its operations, headquartered in Hamilton, Ontario, are headed by a president and chief executive officer and organized into four main divisions: Technical Services, Information Services, Documentation Services, and Finance and Administration Services. The directors of these divisions report directly to the president and chief executive officer.

Key Contacts

Under a policy developed by the council, the centre has established a series of links with organizations active in occupational health and safety across Canada. Inquirers may contact these organizations for information through the centre's on-line information service. The present connected organizations are as follows:

Connected Organizations

Stage I

Head, Occupational Health and Safety
Department of Justice and Public Services
Government of the Northwest Territories
Yellowknife, Northwest Territories
X1A 2L9
Telephone: (403) 873-7468

Head Librarian
Alberta Workers' Health, Safety and Compensation
Occupational Health and Safety Division
10709 Jasper Avenue
Edmonton, Alberta
T5J 3N3
Telephone: (403) 427-3530/3567

Research Officer
Department of Labour
Policy, Planning and Research Branch
1914 Hamilton Street
Regina, Saskatchewan
S4P 4V4
Telephone: (306) 565-3369

Executive Assistant
Saskatchewan Federation of Labour
103-2709 12th Avenue
Regina, Saskatchewan
S4T 1J3
Telephone: (306) 525-0197

Representative
North Saskatchewan Building
and Construction Trade Council
315 Avenue M South
Saskatoon, Saskatchewan
S7M 2K5
Telephone: (306) 652-4387

Representative
South Saskatchewan Building
and Construction Trade Council
101-2709 12th Avenue
Regina, Saskatchewan
S4T 1J3
Telephone: (306) 527-0496

Librarian
Department of Northern Affairs
and Environmental Management
Workplace Safety and Health Division
330 St. Mary Avenue
Winnipeg, Manitoba
R3C 3X5
Telephone: (204) 944-3446

Executive Director
MFL Occupational Health Centre Inc.
104-570 Portage Avenue
Winnipeg, Manitoba
R3C 0G4
Telephone: (204) 775-4575

Research Officer
Manitoba Teachers' Society
191 Harcourt Street at Portage Avenue
Winnipeg, Manitoba
R3J 3H2
Telephone: (204) 888-7961

Administrative Secretary
Workers' Compensation Board
333 Maryland Street
Winnipeg, Manitoba
R3G 1M2
Telephone: (204) 786-5471

Industrial Hygienist
Mines Accident Prevention
Association of Manitoba
Suite 1730, Lakeview Square
155 Carlton Street
Winnipeg, Manitoba
R3C 3H8
Telephone: (204) 942-2789

Head Librarian
Ministry Library
Ontario Ministry of Labour
400 University Avenue
Toronto, Ontario
M7A 1T7
Telephone: (416) 965-1641

Working Environment
Inspector
Ontario Ministry of Labour
Mining, Safety and Health Branch
199 Larch Street
Sudbury, Ontario
P3E 1C3
Telephone: (704) 675-4455

Librarian
Construction Safety Association of Ontario
74 Victoria Street
Toronto, Ontario
M5C 1A5
Telephone: (416) 366-1501

Resource Secretary
Ontario Federation of Labour
Suite 703
15 Gervais Drive
Don Mills, Ontario
M3C 1Y8
Telephone: (416) 441-2731

Resource Librarian
Industrial Accident Prevention
Association of Ontario
23rd floor
2 Bloor Street East
Toronto, Ontario
M4W 3C2
Telephone: (416) 965-8888

Safety Specialist
Workers' Compensation Board
Safety Education Division
Suite 604
80 Bloor Street West
Toronto, Ontario
M5S 2V1
Telephone: (416) 927-4873

Co-ordinator, Hazardous Substances Program
Ontario Hospital Association
Hospital Occupational Health
and Safety Services
150 Ferrand Drive
Don Mills, Ontario
M3C 1H6
Telephone: (416) 429-2661

Bibliothécaire
Commission de la santé et
de la sécurité au travail
1199 de Bleury
Montréal, Québec
H3C 4E1
Telephone: (514) 873-3160

Institut de recherche en santé et sécurité du travail du Québec
505 ouest, de Maisonneuve
C.P. 899, Succursale "A"
Montréal, Québec
H3C 2V8
Telephone: (514) 288-1551

Research and Planning Officer
Occupational Health and Safety
Commission
P.O. Box 6000
Fredericton, New Brunswick
E3B 5H1
Telephone: (506) 453-2467

Occupational Hygienist
Division of Occupational Health
Department of Health
P.O. Box 488
Halifax, Nova Scotia
B3J 2R8
Telephone: (902) 424-6660

Occupational Hygienist
Government of Newfoundland and Labrador
Occupational Health and Safety Division
Department of Labour and Manpower
Beothuck Building
Crosbie Place
St. John's, Newfoundland
A1C 5T7
Telephone: (709) 737-2644

Technical Information Officer
Department of Labour
Occupational Health and Safety Branch
Place du Portage
Phase II
Hull, Quebec
K1A 0J2
Telephone: (819) 997-0038

Section Manager
Bell Canada
Health and Safety (Studies)
1050 Beaver Hall Hill
Room 620
Montreal, Quebec
H3C 3J4
Telephone: (514) 870-2497

Manager, Occupational Health and Safety
Bell Canada
393 University Avenue
Toronto, Ontario
M5G 1W9
Telephone: (416) 599-6991

Directrice Laboratoire
Assurance de la Qualité
Bell Canada
11150, Côte de Liesse
Dorval, Québec
H9P 1A9
Telephone: (514) 870-3040

Coordonnatrice en Santé et Sécurité
Public Service Alliance of Canada
233 Gilmour Street
Room 30
Ottawa, Ontario
K2P 0P1
Telephone: (613) 560-4328

Experimental Connections

Directeur
Centre de Recherches
Appliquées Richelieu-Yamaska
30 rue Ferland
Sorel, Québec
J3P 3C7
Telephone: (514) 742-0411

Connections for the Purpose of Information Exchange

Librarian
Canadian Institute for Scientific
and Technical Information
Montreal Road (M55)
Ottawa, Ontario
K1A 0S2
Telephone: (613) 993-2013

Research Officer
ACTU-VTHC Occupational Health
and Safety Unit
Trades Hall
Box 93 Carlton South, 3053
Victoria, Australia

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Director of Finance and Administration
Canadian Centre for Occupational Health and Safety
250 Main Street East
Hamilton, Ontario
L8N 1H6
Telephone: (416) 523-2981

Information Systems Services

This service provides a national computerized service of information on occupational health and safety and maximizes the results of the collective activities of CCOHS staff by establishing and operating a computerized information service aimed at providing users with simple, rapid and easy nationwide access to current worldwide knowledge on occupational health and safety in a manner directly responsive to their needs, and by meeting all the other electronic data processing (EDP) requirements of CCOHS.

Classes of Records

CCINFO (Computerized Information System)
CCOHS-10
Description: Bibliographic references on occupational health and safety topics; direct information on chemical products used in the Canadian workplace; pure chemicals; inquiries received by CCOHS; mailing addresses. *Topics:* CISILO — bibliographic information on the entire range of occupational health and safety topics; NIOSHTIC — bibliographic information on the entire range of occupational health and safety topics; INFODOC — bibliographic information on CCOHS' document holdings; TN (Trade Names) — direct information on hazards, protective measures and handling procedures for chemical products; CHEMINFO — direct information on pure chemicals.

Technical Services

In response to requests for information on occupational health and safety problems, Technical Services provides expert information and advice on recognition, evaluation, and control of workplace hazards.

Classes of Records

Material Hazards
CCOHS-20
Description: Files on adverse effects caused by workplace exposure to chemicals and health and safety problems of selected industries or occupations. *Topics:* Chemical, physical and toxicological properties of industrial chemicals.

Occupational Medicine
CCOHS-30
Description: Information on the relationship between occupation and disease and occupational medical services. *Topics:* Occupational diseases; employee health services.

Safety
CCOHS-40
Description: Information on workplace safety hazards. *Topics:* Safe work practices, equipment, workplace design.

Physical Hazards
CCOHS-50
Description: Information on adverse effects associated with occupational exposure to radiation, vibration, light and extremes of temperature and pressure. *Topics:* Ionizing radiation, non-ionizing, light, temperature, pressure, noise and vibration.

Statistics and Epidemiology
CCOHS-60
Description: Information on accident and disease ratio among workers, and health experience of selected occupations. *Topics:* Accident statistics, disease statistics, occupational epidemiology.

Occupational Health and Safety Law
CCOHS-70
Description: Information on Canadian and selected international laws, regulations, codes and standards regarding conditions of work. *Topics:* Statutes, regulations, codes.

Documentation Services

Documentation Services is responsible for acquiring, organizing and disseminating information on occupational health and safety and certain other subjects that support the work of CCOHS. It participates in the following component of the CCOHS Information and Advisory Service: Inquiries Service. The Inquiries office distributes

CCOHS publications. Lending/Reprography provides copies of other documents.

Classes of Records

Records of CCOHS Holdings of Information Resources (Library Collections)
CCOHS-80
Description: The finding aids to the collections are in the form of three data bases: CIS, NIOSHTIC and INFODOC. *Topics:* The majority of holdings are on subjects in occupational health and safety. Examples of other subjects include information science; management.

Background

A Crown Corporation established in 1946, the Canadian Commercial Corporation (CCC) is wholly owned by the Government of Canada. It reports to Parliament through the Minister of State for International Trade (the Secretary of State for External Affairs Canada). Its mandate is to assist in the development of trade between Canada and other nations.

The Board of Directors comprises six prominent Canadian business executives, three senior public servants, and the President of the CCC. In addition to the Executive and Audit Committees, an Industry Advisory Committee ensures up-to-date awareness of Canadian business needs and international trade developments. The President is the chief Executive Officer of the Corporation.

Overall Responsibilities

The Corporation's principal activity is to make sales to foreign governments and international agencies on behalf of Canadian suppliers. In all transactions, it assumes the role of prime contractor undertaking to deliver a product, service or project package to the foreign customer with a "back-to-back" obligation from a Canadian supplier. The work to be done is sub-contracted to private sector firms and/or other government departments or agencies.

Government to government sales of individual, commercial and defence-related goods and services are handled exclusively on behalf of the CCC by the specialized staff of the Export Supply Directorate and the Product Centres of the Department of Supply and Services (DSS).

Capital export sales on a government to government basis, involving design and engineering services, and equipment and project management to be provided by Canadian firms, are guided by the staff at CCC headquarters. Each project is considered and approved by the Board of Directors.

The Corporation takes care of inspection, acceptance, shipping, payment to suppliers and collection from customers. The advantages of this include:

(1) a reduction in the complexity of export sales for Canadian firms, and an assurance to foreign customers that suppliers are financially and technically capable of meeting bid specifications and conforming to contract terms;

(2) access by suppliers to government to government procurement opportunities, and an assurance to foreign buyers of equitable prices and terms from Canadian suppliers;

(3) encouraging foreign customers to deal with smaller or less well-known Canadian firms, backed by the security of Canadian government support through the CCC; and

(4) expedition of the payment process.

Since 1946, CCC has served more than 90 foreign governments and international agencies in transactions totalling more than $10 billion. Annual export sales for 1983-84 were over $629 million. At any one time, the CCC has active contracts with more than 500 Canadian firms.

Organization

The Corporation's headquarters maintains a staff of between 20 and 30 people, depending on the volume of capital projects for evaluation at any given time. Approximately 90 people at the Export Supply Directorate and DSS product centres provide sourcing and contracting services to the Corporation. The CCC has total assets of approximately $375 million; annual expenses of $17 million, 88 per cent of which is paid to the Department of Supply and Services for services provided.

The Corporation's activities complement those of other export-related groups and agencies of the Canadian government, including the international trade development units of the Department of External Affairs, and its trade commissioners abroad (export marketing); the Export Development Corporation (export financing and insurance); and Canadian International Development Agency (loans and grants to developing countries).

Key Contacts

Headquarters

Business Development Officer or Information Officer
Canadian Commercial Corporation
112 Kent Street
Place de Ville
Tower B, 17th floor
Ottawa, Ontario
K1A 1E9
Telephone: (613) 996-0034

Export Supply Directorate

Business Development Officer
Canadian Commercial Corporation
Place de Portage
Phase III, 7C1
Hull, Quebec
K1A 0S5

Western Office

Business and Project Development Officer
Canadian Commercial Corporation
P.O. Box 49178
Vancouver, British Columbia
V7X 1K8
Telephone: (604) 666-3940

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
112 Kent Street
Place de Ville, Tower B
Ottawa, Ontario
K1A 1E9
Telephone: (613) 996-0034 or 996-0035

Classes of Records

Canadian Commercial Corporation Files
CCC-10
Description: The Corporation's files contain information related to foreign governments and international affairs; procurement; capital projects; contracting and financing. *Topics:* Capital project exports; contracts; defence industry; developing countries; Export Development Corporation; export; External Affairs Canada; foreign governments; foreign posts; foreign trade; international trade; supplier listings and contracts; trade development; World Bank.

Background

The Canadian Cultural Property Export Review Board was created by the *Cultural Property Export and Import Act*, proclaimed in September 1977. Its purpose is to preserve in Canada the best examples of Canadian heritage in movable cultural property. This is accomplished through a system of export controls, tax incentives for private individuals who donate or sell cultural objects to public institutions and grants to assist institutions in purchasing cultural objects under certain circumstances.

Overall Responsibilities

The responsibilities of the Review Board are to review applications for export permits, to make determinations on fair cash offers to purchase and to make determinations for the purposes of the *Income Tax Act*. It also provides advice to the minister on matters affecting the preservation in Canada of the heritage in movable cultural property. In particular, it recommends to the minister, pursuant to Section 29 of the Act, grants and loans to designated institutions and public authorities in Canada for the purchase of objects in respect of which export permits have been refused under the Act or for the purchase of cultural property situated outside Canada that is related to the national heritage. The grants and loans are made out of monies appropriated annually by Parliament.

Review of Applications for Export Permits

In reviewing an application for an export permit the Board must determine whether the object in question

- is included in the Canadian Cultural Property Export Control List;
- is of outstanding significance by reason of its close association with Canadian history or national life, its aesthetic qualities or its value in the study of the arts or sciences; and
- whether the object is of such a degree of national importance that its loss would significantly diminish the national heritage.

Applications for Certification of Cultural Property for Income Tax Purposes

Where the Review Board determines that the cultural property subject of an application meets the criteria of outstanding significance and national importance and the cultural property qualifies for certification for income tax purposes, the Review Board issues a Cultural Property Income Tax Certificate to the designated institution or public authority making such an application. It should be noted that objects proposed for certification need not be included in the Canadian Cultural Property Export Control List. Thus objects less than 50 years old and made by a living person may qualify. It should also be noted that a certified Cultural Property subject of a Cultural Property Income Tax Certificate is exempt from tax on taxable capital gains when disposed of (by gift or sale) to an institution or public authority in Canada designated for the purpose and, in the case of a donation, also qualifies for the 100 percent deductability provision under the *Income Tax Act*.

Access Procedures

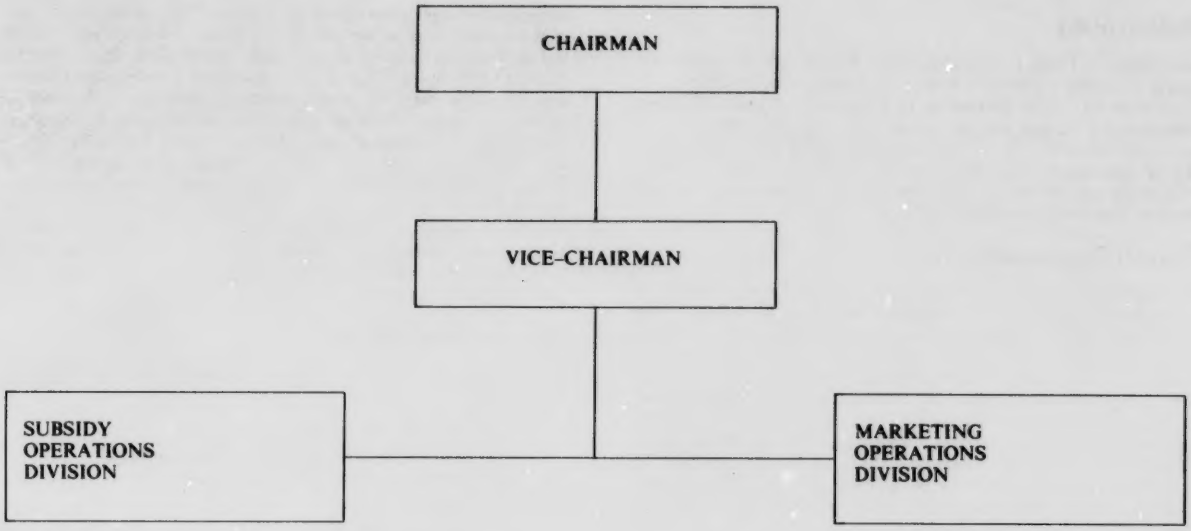
Formal requests under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Canadian Cultural Property Export Review Board
Moveable Cultural Property Secretariat
Journal Tower South
365 Laurier Avenue West
Room 1524
Ottawa, Ontario
K1A 0C8
Telephone: (613) 993-4525

Classes of Records

Cultural Property Exports and Imports
CCPERB-10
Description: Information on the export of cultural objects in the National Treasurer category and the transfer of ownership of such objects to public institutions through the provisions of grants and tax incentives as set out under the *Cultural Property Export and Import Act*. *Topics:* Implementation of the *Cultural Property Export and Import Act;* export permits and control; expert examiners; permit officers; certification; designation; grants and loans; case files on illegal exports and imports; consultants and special advisors.

Canadian Dairy Commission



- Producers
- Plants and Provincial Agencies
- Production of Milk and Cream
- Subsidy Rules and Regulations
- Subsidy Payments
- Levies

- Sales
- Purchases
- Warehousing
- Transport
- Inventories
- Export Assistance
- Animal Feed Assistance
- Domestic Product Promotion, Product and Market Research

ACCESS TO INFORMATION
CO-ORDINATOR
CANADIAN DAIRY COMMISSION
2197 RIVERSIDE DRIVE
OTTAWA, ONTARIO
K1A 0Z2

Background

The Canadian Dairy Commission was established by an Act of Parliament in October 1966. The commission is accountable to Parliament. It consists of three members appointed by the Governor-in-Council: a chairman, a vice-chairman, and one other member. Commissioners are responsible to the Minister of Agriculture and their offices are in Ottawa. The Act also provides for the establishment of a consultative committee. This committee, composed of nine members appointed by the Minister, represents a variety of interests. The committee provides the commission with advice on production and marketing matters.

Laws and Regulations

- Canadian Dairy Commission Act
- Agriculture Stabilization Act

Overall Responsibilities

The commission plays a major role in developing the industrial milk industry in Canada. As stated in the Act, its objectives are

- to provide efficient producers of milk and cream with the opportunity of obtaining a fair return for their labour and investment; and
- to provide consumers of dairy products with a continuous and adequate supply of dairy products of high quality.

To achieve these objectives, the commission calculates a target price for industrial or manufacturing milk and cream, based on the returns adjustment formula, administers an offer-to-purchase program for butter and skim milk powder at prices approved by the government, pays a subsidy on qualifying industrial or manufacturing milk and cream shipments directly to dairy farmers (which makes dairy products more affordable for consumers), forecasts and monitors the supply and demand of dairy products, markets dairy products both domestically and on export markets, conducts dairy product and market research, and recommends dairy policy to the Minister of Agriculture.

The chairman of the commission chairs the Canadian Milk Supply Management Committee. This committee administers the comprehensive milk marketing plan signed by all industrial or manufacturing milk- and cream-producing provinces. The committee is composed of respresentatives of provincial producer marketing boards, provincial government agencies and the commission that represents the federal government. A major responsibility of this committee is the supply management of industrial milk and cream in Canada.

Major Publications

The commission publishes an annual report and issues bulletins on alterations to dairy policy and regulations. There is also a list of available research reports, articles and studies on dairy policy, products and markets.

Access Procedures

Both informal inquiries and formal requests for information about the Commission and its operations under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Canadian Dairy Commission
2197 Riverside Drive
Ottawa, Ontario
K1A 0Z2
Telephone: (613) 998-9490

The Commission

The commission establishes policy and administrative guidelines and objectives for the corporation, maintains constant liaison with federal and provincial government departments and agencies, and representatives of producers, processors, prepares policy recommendations for the industry and the government, receives advice from the Consultative Committee to the Commission and chairs the Canadian Milk Supply Management Committee.

Classes of Records

Commission Rules of Procedure
CDC-10
Description: Corporate rules of procedure describing how the commission operates and the specific responsibilities of the three commissioners.

Liaison with Federal and Provincial Agencies
CDC-20
Description: Communications, agreements, etc., between the commission and federal and provincial departments and agencies, and representatives of the industry and interest groups. *Retrievability:* Files arranged by subject, individual, and province.

Administrative Policies
CDC-30
Description: The administrative policies for the entire commission.

Consultative Committee
CDC-40
Description: Information regarding this nine-member advisory body to the commission, which represents a variety of interests — farmers, processors, wholesalers, retailers and consumers. *Retrievability:* Files arranged chronologically by subject.

Canadian Milk Supply Management Committee
CDC-50
Description: Information on the commission's activities as chairman of the Canadian Milk Supply Management Committee, which administers the federal-provincial agreement, the Comprehensive Milk Marketing Plan. *Topics:* National industrial milk and cream supply management systems. *Retrievability:* Files arranged chronologically, by subject, and by province.

Policy and Economics

The section provides analysis and advice on dairy-related issues.

Classes of Records

Policy
CDC-55
Description: Information on policy development, consultations with other federal agencies and provincial, producer and processor agencies, boards and organizations, on income support, price stability, research on price determination, statistical data, reports, forecasts, trends, related correspondence. *Topics:* Milk and milk-product production, demand, sales, costs of milk product and processing, market share quotas, stocks, levies, targets, federal support and product prices.

Subsidy Operations

The section administers the payment of subsidies on qualifying shipments of industrial milk and cream to producers in order to make dairy products more affordable to consumers. This involves processing applications for registration of producers permits, maintaining records of provincial and individual producer market share quotas and milk

and cream production, the payment of subsidies on the basis of those records, directing and controlling the levy program.

Classes of Records

Producers
CDC-60
Description: Information on each producer. *Topics:* Monthly milk production; market share quotas; monthly subsidy payments; communications with either the producer or provincial agency. *Storage Medium:* EDP system, microfilm. *Retrievability:* Files arranged by individual and province.

Plants and Provincial Agencies
CDC-70
Description: Listing of milk processing plants in Canada, provincial milk marketing agencies and the records of milk shipments and levies. *Retrievability:* Files arranged by product, province and plant.

Production of Milk and Cream
CDC-80
Description: Information on industrial milk and cream production by producer, by province (and in some cases by plant) and a variety of summary tables such as summer-winter milk production by province, and degree of integration by province. *Retrievability:* Files arranged by product, individual, and province.

Subsidy Rules and Regulations
CDC-90
Description: Rules and regulations on the eligibility for and payment of subsidy to milk producers on their qualifying shipments of industrial milk and cream.

Subsidy Payments
CDC-100
Description: Information on payments made to producers for qualifying shipments of industrial milk and cream. *Storage Medium:* EDP system, microfilm. *Retrievability:* Files arranged by registration number sequence and province.

Levies
CDC-110
Description: Information on funds collected by provinces from producers and remitted to the commission to cover costs of exporting dairy products, surplus to domestic needs. *Retrievability:* Files arranged by subject matter and province.

Marketing Operations

These operations involve both domestic and export activities, the purchase, sale, transport, warehousing, financing and payment of export and animal feed assistance on dairy products under the commission's domestic price support and special export program (products involved are butter, skim milk powder, cheese, evaporated milk, whole milk powder and specialty products). Also included is the funding of product promotion and market research.

Classes of Records

Sales
CDC-120
Description: Quotes, negotiations and contracts of dairy products marketed by the commission. *Storage Medium:* EDP systems. *Retrievability:* Files arranged by product, country, and company.

Purchases
CDC-130
Description: Tenders, negotiations and contracts of purchases of dairy products by the commission. *Storage Medium:* EDP system. *Retrievability:* Files arranged by product, country and company.

Warehousing
CDC-140
Description: Tenders, negotiations and contracts for storage facilities used by the commission to store dairy products across Canada. *Storage Medium:* EDP system. *Retrievability:* Files arranged by province, port, company, and city.

Transport
CDC-150
Description: Tenders, negotiations and agreements for the truck, train and boat transport used by the commission to move dairy products. *Storage Medium:* EDP system. *Retrievability:* Files arranged by mode, commodity, country, province, company, and product.

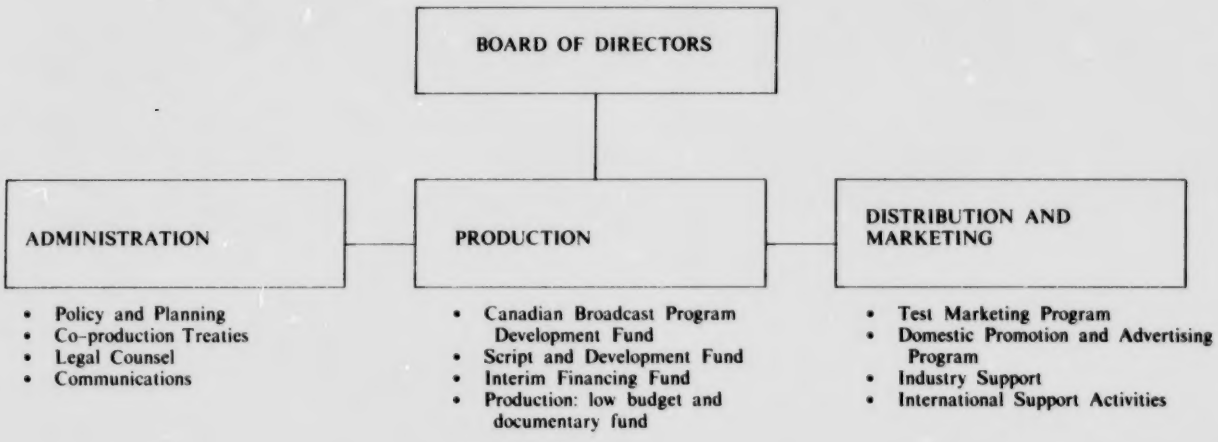
Inventories
CDC-160
Description: Inventories of dairy products held by the commission. *Storage Medium:* EDP system. *Retrievability:* Files arranged by product and warehouse.

Export Assistance
CDC-170
Description: Information on the payment of dairy farmers funded export assistance on dairy products marketed by exporters. *Storage Medium:* EDP system. *Retrievability:* Files arranged chronologically by company and product.

Animal Feed Assistance
CDC-180
Description: Information on the use of dairy farmer levy funds to make skim milk powder available for animal feed when the domestic market is short of such supplies. *Storage Medium:* EDP system. *Retrievability:* Files arranged chronologically by company.

Domestic Product Promotion, Product and Market Research
CDC-190
Description: Commission-funded product and market research and product promotion. *Retrievability:* Files arranged by subject, product and project (research reports are available).

Canadian Film Development Corporation



ACCESS TO INFORMATION
CO ORDINATOR
CANADIAN FILM DEVELOPMENT
CORPORATION
SUITE 2220
TOUR DE LA BOURSE
800 PLACE VICTORIA
MONTREAL, QUEBEC
H4Z 1A8

Background

The Canadian Film Development Corporation was established by the Canadian government in 1967 to foster and promote the development of a feature film industry in Canada. In 1981 the Corporation's mandate was expanded to include shorts and documentary films and in 1983 the corporation was made responsible for the administration of the Canadian Broadcast Program Development Fund, making it the federal government agency responsible for private sector development in both the television and film industries.

Overall Responsibilities

The Corporation, which does not produce or distribute films or television programs, carries out its mandate by providing advice and financial assistance to individual production and distribution companies and various industry organizations. The Corporation works with federal and provincial government ministries and cultural agencies towards the formulation of film policy and programs.

Organization

The Corporation, which comes under the jurisdiction of the Minister of Communications, is headed by a Board of Directors and a Chairman appointed by the Governor in Council. On the recommendation of the Corporations's board, the Governor in Council also appoints an Executive Director who acts as the chief executive officer and is responsible for day-to-day operations. Headquarters of the Corporation is in Montreal, with offices in Toronto and Vancouver.

General Information

General information on current corporation programs or activities may be obtained in person, by telephone or in writing through any of the Corporation's offices listed below:

Montreal

Canadian Film Development Corporation
Tour de la Banque Nationale
600 de la Gauchetière Street West
25th Floor
Montreal, Quebec
H3B 4L2
Telephone: (514) 283-6363

Toronto

Canadian Film Development Corporation
130 Bloor Street West
Suite 901
Toronto, Ontario
M5S 1N5
Telephone: (416) 966-6436

Vancouver

Canadian Film Development Corporation
1176 West Georgia Street
Suite 1500
Vancouver, British Columbia
V6E 4A2
Telephone: (604) 684-4829

Access Procedures

Enquiries concerning administration, policy or past activity and all formal requests under the *Access to Information Act* should be directed to:

Access to Information Co-ordinator
Canadian Film Development Corporation
Tour de la Banque Nationale
600 de la Gauchetière Street West
25th Floor
Montreal, Quebec
H3B 4L2
Telephone: (514) 283-6363

Administration Unit

In addition to the general administration of the Corporation, the Administration Unit is responsible for internal policy formulation and for evaluating and advising the federal and provincial governments on film and television policies and strategies. The unit is also responsible for the administration of Canada's co-production treaties with Belgium, France, Israel, Italy, the Republic of Germany and the United Kingdom, on behalf of the Minister of Communications. It also evaluates applications made under these treaties and makes recommendations to the Minister on provisional and final approval.

Program Unit

The Canadian Film Development Corporation has two main program areas: Production and Distribution and Marketing. Under production there are several programs: The Canadian Broadcast Program Development Fund, the Script and Development Program, Interim Financing Program and the Production Program for low budget dramatic films and documentaries. The distribution and marketing area comprises a Test Marketing Program, a Domestic Promotion and Advertising Program, International Support Activities and the Industry Support Program. This last program provides grants to non-profit industry organizations for festivals, markets, seminars and workshops which are intended to benefit a substantial portion of the industry.

Manuals

- Telefilm Canada (3 volumes)
- Telefilm Canada Methods and Procedures (2 volumes)

Classes of Records

Policy and Planning
CFDC-10
Description: Information on internal Canadian Film Development Corporation policy and the evaluation and response to policy planning of other government departments and agencies, as well as professional interest groups. *Topics:* Financial planning; internal policy and planning; federal government; general industry policy; industry relations. *Retrievability:* Financial planning files arranged according to date; all other files arranged alphabetically by issue or organization.

Co-productions
CFDC-20
Description: Information on the maintenance or renegotiation of current co-production treaties, relevant correspondence and negotiation of possible treaties and projects which have been submitted for official co-production status. *Topics:* Treaties; policies; projects. *Retrievability:* Files arranged by country or project.

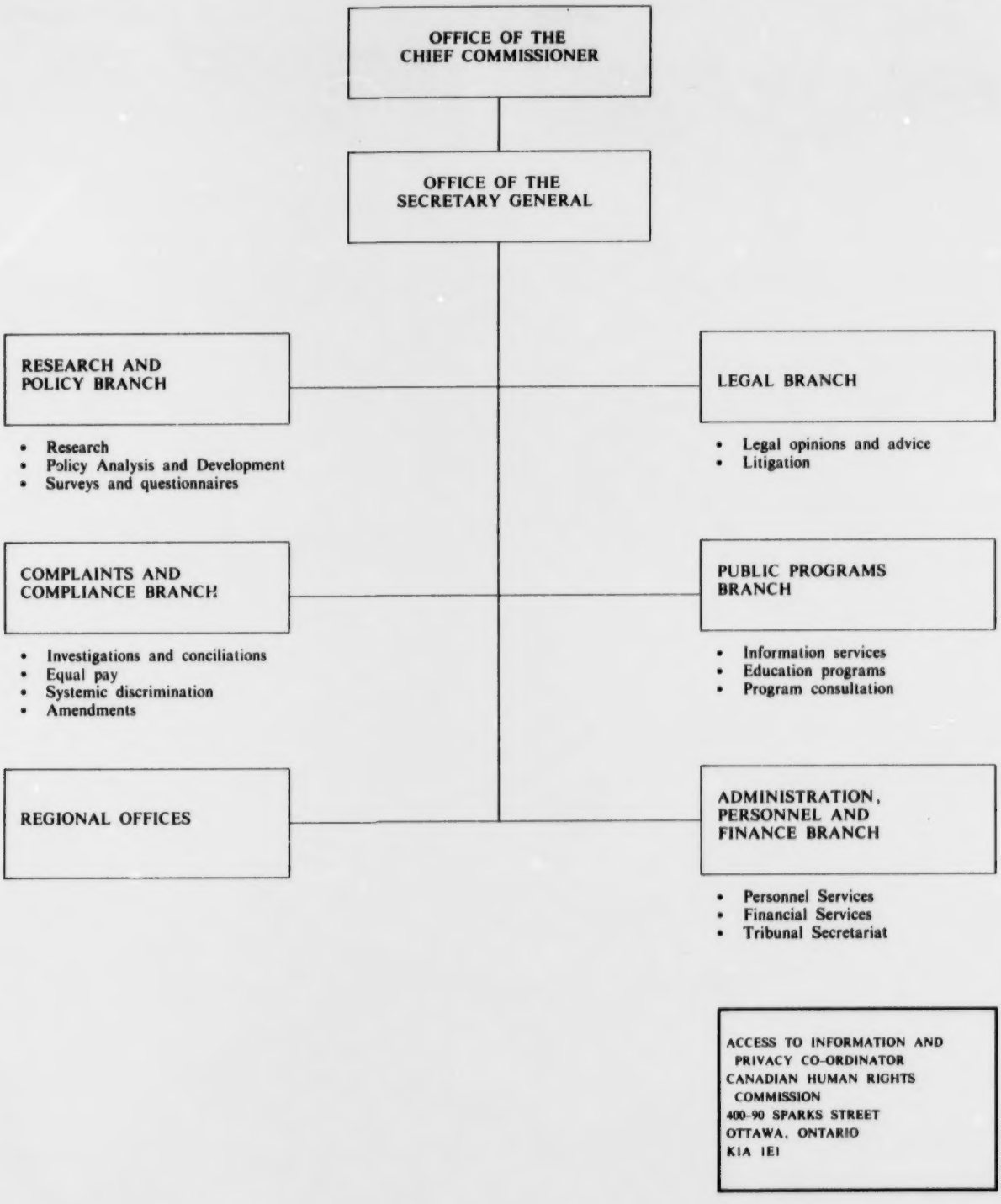
Industry Support
CFDC-30
Description: Information on transactions carried out under the Corporation's Industry Support Program. *Topics:* Festivals; markets; seminars and workshops. *Retrievability:* Files arranged by event or organization.

Canadian Film Development Corporation

Distribution and Marketing
CFDC-40
Description: Information on transactions carried out under the Corporation's Distribution and Marketing Programs, as well as on the distribution or marketing of films. *Topics:* Contracts; revenues; distributors; agents; territories; and markets. *Retrievability:* Files arranged by country, company, market or project title.

Production
CFDC-50
Description: Information on transactions carried out under the Corporation's Production Programs. *Topics:* Readers reports; contracts; financial information; subsidiary documents. *Retrievability:* Submissions accepted or rejected, arranged by project title.

Canadian Human Rights Commission



Background

The Canadian Human Rights Commission (CHRC) was given its mandate with the passage in July, 1977 of the *Canadian Human Rights Act*. The Act became operative on March 1, 1978, and was amended July 1, 1983. The Commission's mandate is to foster the principle that every individual should have an equal opportunity to participate in all spheres of Canadian life, consistent with his or her duties and obligations as a member of society.

Laws and Regulations

The Commission operates under the *Canadian Human Rights Act* and the following Regulations and Guidelines:

- Equal Wage Guidelines — SI/78-155, September 27, 1978; amendment — SI/82-2, January 13, 1982
- Age Guidelines — SI/78-165, October 25, 1978
- Canadian Human Rights Benefit Regulations — SOR/80-68, January 11, 1980; amendment — SOR/82-783, August 19, 1982
- Human Rights Tribunal Appeal Regulations — SOR/80-394, May 27, 1980
- Immigration Guidelines — SI/80-125, July 23, 1980
- Immigration Investigation Regulations — SOR/80-686, August 27, 1980
- Bona Fide Occupational Requirements Guidelines — SI/82-3, January 13, 1982

Overall Responsibilities

The Canadian Human Rights Commission carries out its mandate in two ways. First, it deals with complaints of discrimination in employment or in the provision of goods, services, facilities or accommodation on the basis of ten prohibited grounds of discrimination: race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability or conviction for an offence for which a pardon has been granted. Its jurisdiction includes federal government departments and agencies, crown corporations and institutions such as chartered banks, airlines, interprovincial transportation systems, as well as the federally regulated portions of the private sector.

Second, the Commission conducts information programs in the field of human rights, provides advice, issues guidelines, conducts research, reviews regulations and their instruments, maintains close liaison with the provinces and endeavours to reduce discriminatory practices.

Organization

The Commission is headed by the Chief Commissioner who has deputy minister status. He is supported by the Deputy Chief Commissioner, the Secretary General and the General Counsel. There are three administrative operational branches at headquarters: Complaints and Compliance, Public Programs and Research and Policy. The Commission also maintains seven regional offices in Halifax, Montreal, Ottawa, Toronto, Winnipeg, Edmonton and Vancouver.

Key Contacts

Information on the different publications produced by the Canadian Human Rights Commission can be obtained by contacting:

Information and Production Services
Canadian Human Rights Commission
400-90 Sparks Street
Ottawa, Ontario
K1A 1E1

Public Reading Rooms

Canadian Human Rights Commission
400-90 Sparks Street
Ottawa, Ontario

Legal Counsel
Telephone: 995-1151

Public Relations Officer
Telephone: 995-1151

Regional Offices

Atlantic Region

300-5670 Spring Garden Road
Halifax, Nova Scotia

Quebec Region

300-1253 McGill College Avenue
Montreal, Quebec

National Capital Region

270 Albert Street
Ottawa, Ontario

Ontario Region

Arthur Meighen Building
623-55 St. Clair Avenue East
Toronto, Ontario

Prairie Region

718-275 Portage Avenue
Winnipeg, Manitoba

Alberta and Northwest Territories Region

Liberty Building
401-10506 Jasper Avenue
Edmonton, Alberta

Western Region

600-609 West Hastings Street
Vancouver, British Columbia

Access Procedures

All formal requests under the *Access to Information Act* should be directed to:

Access to Information Co-ordinator
Canadian Human Rights Commission
400-90 Sparks Street
Ottawa, Ontario
K1A 1E1
Telephone: (613) 995-1151

Research and Policy Branch

This branch is responsible for policy analysis and development and for research on the duties and areas of responsibility of the Canadian Human Rights Commission, including surveys to monitor current public opinion, socio-economic studies of human rights problems, preparation and analysis of statistics, bibliographies and other data.

Manuals

- CHRC Policy Manual
- CHRC Directives Manual

Classes of Records

Research and Policy
CHRC-10
Description: Reports by CHRC researchers and by contract organizations, survey questionnaires and data, background materials and policy analysis in human rights. *Topics:* Surveys, research — various grounds of discrimination; discriminatory practices; international organizations and foreign governments; federal interdepartmental committees; provincial governments; relevant correspondence. *Retrievability:* Files arranged by report title or subject matter.

Public Programs Branch

This branch develops and conducts information and education programs and provides consulting services designed to foster public understanding of the role and activities of the Canadian Human Rights Commission and publicizes the principles of the *Canadian Human Rights Act*. This includes co-ordinating and co-operating on common policies in the human rights field by maintaining liaison with provincial human rights commissions, other national or provincial human rights-related organizations and community groups, unions, employers and educational institutions; keeping abreast of the needs of these publics through market analysis; preparing and distributing printed informational materials and speeches as well as audio-visual aids related to the Commission; dealing with the media on behalf of the Commission; and referring inquiries from members of the public to appropriate Commission staff or outside agencies. The activities of this branch are also carried out by regional staff.

Classes of Records

Information and Production
CHRC-20
Description: Information on CHRC publications; advertising; displays, lectures and lecturers, conferences and other community activities; miscellaneous inquiries; press clippings and press releases.

Program Delivery
CHRC-30
Description: Information on contacts and activities with employers, unions and non-governmental organizations; education programs; community and outreach activities and CHRC meetings. *Topics:* Education programs; consulting activities; information programs. *Retrievability:* Files arranged by organization and project.

Human Rights — General Liaison
CHRC-40
Description: Co-operative liaison on operational subject matters with various governments, agencies and institutions. *Topics:* Federal departments and agencies; international governmental organizations; provincial and territorial governments and agencies; provincial human rights commissions; universities, colleges, schools and institutions. *Retrievability:* Files arranged by organization.

Complaints and Compliance Branch

This branch investigates and conciliates complaints of discrimination, including complaints initiated by the Commission; gives advice on and monitors special programs, plans arrangements involving policies, practices and employment systems for organizations under the coverage of the *Canadian Human Rights Act*. The activities of this branch are also carried out by regional staff.

Classes of Records

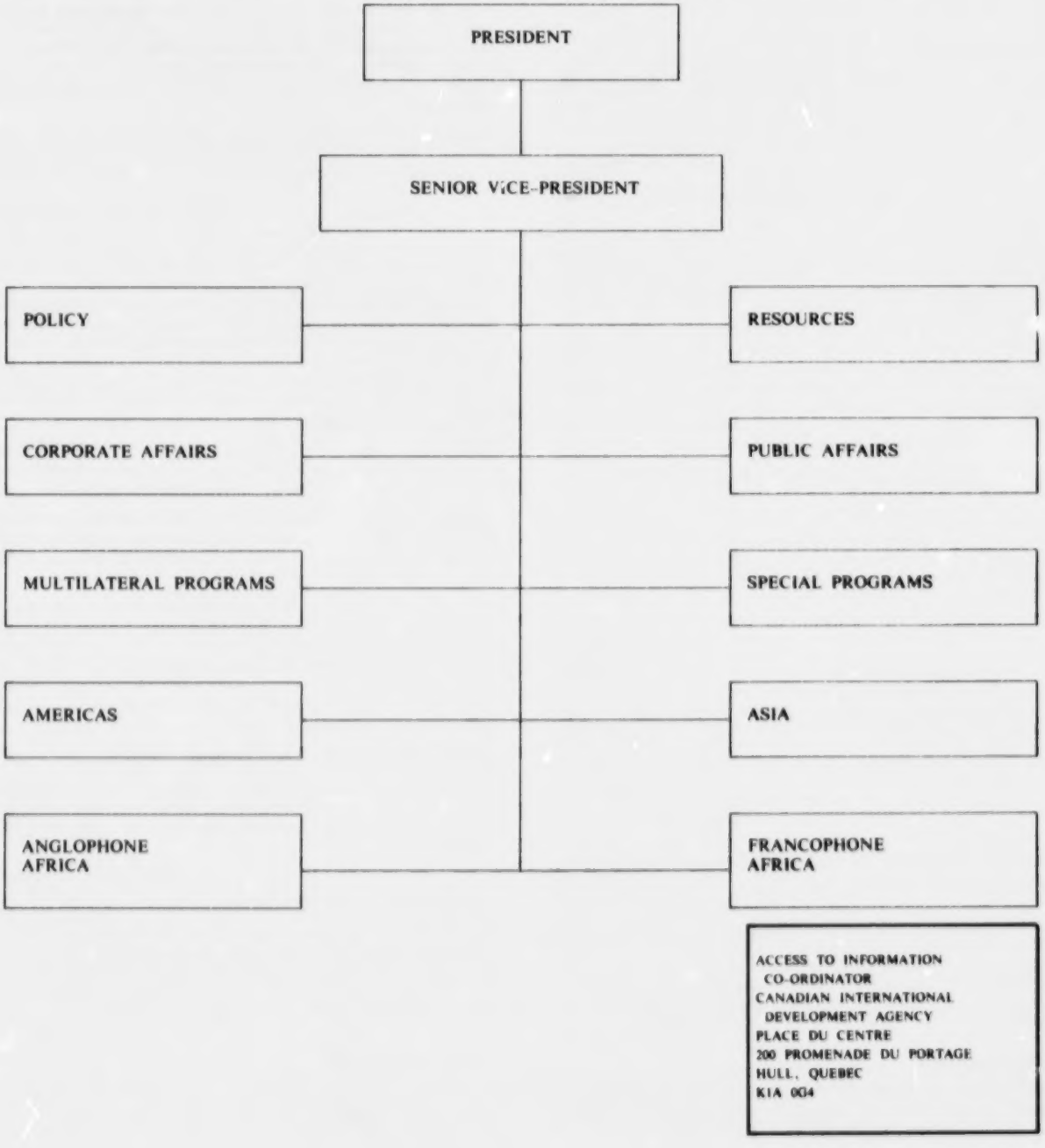
Human Rights/Discrimination/Amendments
CHRC-50
Description: Information on human rights and discrimination of a general nature; *Canadian Human Rights Act Amendments;* committees; conferences. *Topics:* Human rights — general; discrimination — general; *Canadian Human Rights Act Amendments* — general, government and non-government organizations, accessibility standards, adaptation plans; committees — general, government and non-government organizations; conferences. *Retrievability:* Files arranged by subject or organization.

Complaints and Inquiries
CHRC-60
Description: Information on complaints and inquiries based on the various grounds of discrimination. *Topics:* Complaints and inquries — general, respondents; discrimination — age; convicted individuals; equal pay; hate messages; marital and family status; disability — general, drugs and alcohol, mental, physical; race; national or ethnic origin; religion; sex; sexual orientation; harassment; pensions and insurance; individual complaint files. *Retrievability:* Files arranged by subject or individual.

Employment Systems
CHRC-70
Description: Documentation, correspondence and information on the employment policies and practices of federally regulated and provincially regulated employers; also CHRC policies on the application of the *Canadian Human Rights Act* to employment policies and practices (i.e. employment systems). *Topics:* Policies and procedures — employment systems; employment systems — federal departments, crown corporations and agencies, chartered banks, communication organizations, land transportation organizations, air transportation organizations, navigation organizations, manufacturing industries, employee associations, provincially regulated employers. *Retrievability:* Files arranged by organization.

Special Programs and Arrangements
CHRC-80
Description: Documentation, correspondence and information on special programs, plans or arrangements undertaken by federally regulated employers or service providers; also CHRC policies on the application of the *Canadian Human Rights Act* to special programs and arrangements. *Topics:* Policies and procedures — CHRC, provincial human rights commissions, foreign governments and agencies, contract compliance, consultants; special programs related to employment — studies and research, federal departments, crown corporations and agencies, chartered banks, communications organizations, land transportation organizations, air transportation organizations, navigation organizations, manufacturing industries, employee associations; special programs related to services — federal departments, crown corporations and agencies, chartered banks. *Retrievability:* Files arranged by organization.

Canadian International Development Agency



Canadian International Development Agency

Background

The Canadian International Development Agency (CIDA) administers Canada's programs of assistance to countries in the developing world.

In the years immediately following the Second World War, there was no central organization to receive and study requests from developing countries for assistance. Canadian aid at that time was channeled into multilateral programs administered by the specialized agencies of the United Nations. The funds made available by Canada to the United Nations were supplied and administered directly by the Department of Finance in consultation with the Bank of Canada and External Affairs Canada. In addition to financial credits, Canadian aid took the form of bringing trainees to Canada and sending technicians and experts to the developing countries.

In 1950 Canada was among the founding members of the Colombo Plan. This new role led to the creation, in 1951, of the International Economic and Technical Division in the Department of Trade and Commerce, the first administrative unit for external aid programs, which launched the Canadian bilateral assistance programs with Colombo Plan countries.

In 1958 the Economic and Technical Assistance Branch replaced the above and in 1959 a Program Planning Branch was added; the latter was the first instrument for long-range planning of aid policies.

In 1960 an Order-in-Council created the External Aid office. The duties of its Director General were defined as operation and administration of all assistance programs funded from the credits voted for this purpose to External Affairs Canada; study of such programs and recommendation of any appropriate changes; co-ordination of operations with other government departments and agencies involved; consultation and co-ordination with international agencies and Canadian non-governmental organizations; co-ordination of all Canadian efforts directed toward obtaining aid for foreign countries affected by disasters; internal administration and other duties related to Canadian aid programs.

The External Aid office acquired the status of a government department through the proclamation of a series of Orders-in-Council which made it subject to the *Financial Administration Act* and the *Civil Service Act* (later the *Public Service Staff Relations Act*).

Overall Responsibilities

The objective of the International Development Assistance (IDA) Program are (1) to help the people of developing countries to achieve self-sustainable economic and social development in accordance with their needs and environment by co-operating with them in development activities, and (2) to provide humanitarian assistance, thereby contributing to Canada's political and economic interest abroad in promoting social justice, international stability and long-term economic relationships for the benefit of the global community.

Organization

The International Development Assistance Program, estimated at more than $1.6 billion, is composed of three activities: Country to Country Co-operation, International Initiatives and Administration.

The Country to Country Co-operation activity is the largest and is divided into seven sub-activities. The Asia, Anglophone Africa, Francophone Africa, and Americas sub-activities involve assistance in the form of projects and programs provided by Canada on a government-to-government basis to selected countries and regional institutions in these geographical areas. Bilateral Food Aid covers the transfer of food commodities on a country-to-country basis. Special Programs includes support for the overseas development efforts of provincial governments, Canadian non-governmental organizations and institutions, and private firms, and for programs to increase public participation in international development. Finally, Resources refers to the provision of technical and sectoral expertise and the procurement of goods and services required by CIDA in its programs and projects.

The second largest activity, International Initiatives, has five sub-activities. International Financial Institutions covers Canadian support for regional development banks such as the Asian Development Bank. The Multilateral Food Aid sub-activity includes food aid provided through international organizations as well as certain co-ordination and evaluation functions relating to all CIDA food aid. Multilateral Technical Co-operation refers to support for UN bodies engaged in international development and also includes contributions to selected Commonwealth, francophone and other multilateral organizations. International Humanitarian Assistance involves support for international institutions, non-governmental organizations, and governments responding to natural and man-made disasters. International Non-Governmental Organizations (INGO) provides for support to international non-governmental organizations, such as the International Planned Parenthood Federation, that are involved in development co-operation.

The Administration Activity involves the provision of advisory and support services to CIDA in such areas as executive functions, policy formulation, public affairs, and personnel and financial services.

The President of CIDA holds the rank of Deputy Minister and is responsible to the Secretary of State for External Affairs. He/she is assisted in the Agency's day-to-day operations by a Senior Vice-President and a President's Committee.

The orientation of development aid programs is decided by Cabinet on the advice of the Secretary of State for External Affairs. The President of CIDA, after extensive consultations with other departments concerned, submits his or her recommendations to the Secretary of State for External Affairs in an annual strategic overview, which, after the latters' approval, is submitted to Cabinet.

Geographic Area Program Branch

The Branch develops and implements programs and projects that promote the social and economic progress of developing countries receiving bilateral (direct government-to-government) aid from Canada.

Multilateral Programs Branch

The Branch manages Canada's relations with international development institutions such as the specialized agencies of the United Nations (e.g., the UN Development Program, UNICEF) and international banks (e.g., World Bank, African Development Bank). It also co-ordinates humanitarian, refugee, and emergency relief.

Food Aid Program

The Program is administered by the Multilateral and Geographic Area Programs and is co-ordinated, monitored and evaluated by the Food Aid Co-ordination and Evaluation Centre.

Special Programs Branch

The Branch assists Canadian and international non-government organizations (such as churches, service clubs, co-operatives) in undertaking projects and programs in developing countries. It also facilitates the participation of the Canadian private sector in industrial co-operation with developing countries.

Public Affairs Branch

Public Affairs manages CIDA's public information program.

Policy Branch

The Policy Branch develops policies and orientations for the Agency and helps the program branches evaluate the effectiveness of CIDA projects and programs.

Resources Branch

The Branch provides technical advice and services to the operational branches of the Agency (e.g., maintains rosters of individuals and firms interested in working for CIDA overseas, provides advice on sectors of activity such as agriculture or industry, draws up contracts for Canadian consultants or advisers for overseas projects) and briefs Canadian technical assistants assigned to work overseas.

Comptroller

The Comptroller is responsible for the financial management of the Agency.

Personnel and Administration Branch

The Branch performs services related to agency organization, staff accommodation, travel services and security; and is responsible for the management of documentation.

Document Centres

The Agency's Headquarters in Hull has two major document centres: the Development Information Centre (DIC) and the Records Management Centre (RMS).

The Development Information Centre provides access to information in support of the business activities of CIDA as they relate to international development. The DIC manages a broad range of documents concerning the economic, social and political aspects of developing countries. It also provides a service that is responsible for researching specific subjects and providing documentation expertise to policy and operational activities within the operational branches of CIDA.

Access Procedures

Requests for information submitted under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Canadian International Development Agency
Place du Centre
200 Promenade du Portage
Hull, Québec
K1A 0G4
Telephone: (819)997-0964
Telex: 053-4140

Policy Branch

The Policy Branch is responsible for the formulation of development policies and strategies in relation to the transfer of Official Development Assistance to developing countries, the provision of continuing advice to ensure that these policies are kept relevant to conditions affecting the implementation of the IDA Program, and the design and review of evaluation methods and practices to maximize its effectiveness. It comprises three divisions: Policy Planning and Co-ordination, Prospective and Policy Development, and Evaluation.

Manuals

- Project Evaluation — Perspective and Methodology
- Session Workbook on Project Evaluation
- Handbooks — Bilateral Programs
- Branch and Divisional Directives — describes operational procedures

Classes of Records

Federal Government Departments and Agencies
CIDA-10
Description: Information on all Canadian government departments and agencies. *Topics:* Advisory Council on International Development; Canadian Government Exhibition Commission; Company of Young Canadians; the Export Development Corporation.

United Nations and International Agencies
CIDA-20
Description: Information on positions adopted on aid issues, trends, development questions. *Topics:* Development banks; international agencies; regional institutions and associations.

Organization for Economic Co-operation and Development (OECD)
CIDA-30
Description: Information on studies, positions and decisions of the various committees of OECD. *Topics:* Committee on Scientific and Technological Policy; Development Centre; High Level Group on Commodities; executive committee in special session (working group on North-South economic issues); High Level Trade Group; relations between the OECD and the Organization of Petroleum Exporting Countries (OPEC).

Agreements
CIDA-40
Description: Information on agreements between the federal government and provincial governments and between CIDA and other agencies, organizations and departments. *Topics:* Atomic energy agreements; interdepartmental agreements; agreements between CIDA and the International Development Research Centre (IDRC); Technical Assistance Master Agreement between CNR and Air Canada.

Associations, Societies and Institutes
CIDA-50
Description: Information on the functions of all major Canadian and international organizations concerned with development and aid issues that have dealings with CIDA.

Conferences, Meetings, Symposiums
CIDA-60
Description: Information on conferences, meetings and symposiums on international development.

Emergency Relief
CIDA-70
Description: Information on political, economic, management and social aspects of international emergency relief. *Topics:* Organizations providing international relief; emergency relief received (by country). *Retrievability:* Files arranged by country and institution.

Sector Papers
CIDA-80
Description: Policy and questions concerning economic and social development within and among economic sectors. *Topics:* Agriculture and food production; education; health; fisheries; mining; population; transportation; telecommunications; energy; tourism; forestry; regional integration; environment; industry; housing; urban development; immigration.

Food
CIDA-90
Description: Information on policy aspects of the production, transportation, storage, marketing and consumption of food. *Topics:* Food technology; food storage and warning system; food aid consultation; edible protein.

Housing
CIDA-100
Description: Information on housing. *Topics:* Mobile homes; emergency shelters; low-cost houses.

Forestry
CIDA-110
Description: Information on the development and management of forests resources. *Topics:* Education and training; meetings with deans of faculties of forestry; proposed national air tanker fleets; resource development forestry.

Human Resources
CIDA-120
Description: Information on human resources. *Topics:* Brain drain; management for change program; education and training; special services; engineering programs; francophone programs; education and health programs; national resources programs; administration programs; research and development; family planning and population control; manpower and refugees.

Mining
CIDA-130
Description: Information on the development and management of mineral resources.

Energy
CIDA-140
Description: Information on the sources, development, production and consumption of energy.

Multidimensional Issues
CIDA-150
Description: Information on major domestic and international issues related to economic and social development and international development co-operation that are not considered to be part of Official Development Assistance (ODA), i.e., non-aid developmental issues. *Topics:* United Nations Conference on Trade and Development; North-South dialogue; general preference scheme; global negotiations; commercial aspects; new international economic order; development; disarmament; indebtedness; sectoral commission; multinational corporations.

Aid
CIDA-160
Description: Information on the extent and nature of international development assistance provided by donors and received by recipient countries, including institutional transfer mechanisms. *Topics:* Strategies and theories of development; economic, technical, financial, management, evaluations and social aspects of aid.

Aid Issues
CIDA-170
Description: Statistical data and relevant information on aid issues that are part of Official Development Assistance. *Topics:* Aid mechanisms; volume terms and conditions; eligibility allocation; special categories of less developed countries (LDCs).

Committees
CIDA-180
Description: Information on activities, functions and objectives of various Canadian and international committees considering international development issues. *Topics:* House of Commons and Senate standing committees; advisory board and task force committees; working groups; Interdepartmental Committee and Development Assistance, Interdepartmental Committee on External Relations; OECD — Development Assistance Committee (DAC). *Retrievability:* Files arranged by country.

Private Investment
CIDA-190
Description: Information on international joint ventures, regional investment, development banks and institutions, specialized agencies of the United Nations, international and national organizations and conferences.

Economic and Social Development
CIDA-200
Description: Information on Third World and general project planning.

Second United Nations Development Decade
CIDA-210
Description: General information on this topic.

Economic, Financial and Political Conditions
CIDA-220
Description: Information on trends and developments in economic, financial and political conditions in foreign countries and their relations with other countries that are likely to affect their views on international development co-operation policies and programs. *Topics:* Role of private and public sectors; domestic production and consumption; foreign trade and investment; population resources; elections, political parties and personalities; government organization.

Multilateral Branch

Through multilateral assistance, Canada joins with other donor nations to help provide the high level of development assistance that is beyond the scope of individual countries. CIDA funds for multilateral programs are channeled through United Nations agencies and other international organizations involved in development and research. In addition, CIDA and the Department of Finance provide funds to international financial institutions such as the World Bank and regional development banks.

Most of these organizations operate various programs, so that CIDA contributes to about 65 programs in all. While the organizations are responsible for the administration of projects, Canada participates in their governing bodies to ensure that the organizations are operating within their own policy and operational guidelines, and that Canada's interests in funding them continue to be met.

The Multilateral Branch is composed of three divisions: United Nations Programs, the Food Aid Co-ordination and Evaluation Centre, and Financial Institutions.

United Nations Programs Division

The Division funds some 55 international programs engaged in a wide variety of development-related areas, including technical co-operation, multilateral food aid, and humanitarian and refugee assistance activities. In addition to the development programs in the UN, programs related to the Commonwealth, the *Agence de co-opération culturelle et technique*, and the Consultative Group of International Agricultural Research are also administered by the Division. The program is based on the Canadian practice of using the United

Nations system as a major vehicle for the pursuit of Canadian foreign policy.

Manuals

- Program Memory
- Multilateral Reviews
- Bilateral Reviews
- Institutional Appraisals
- Multilateral Management Systems Manual
- Disbursement Plan
- Multilateral Criteria, Terms and Conditions
- Grants and Contributions
- International Humanitarian Assistance Program

Classes of Records

Emergency Relief
CIDA-230
Description: Information on Canada's responses to requests for assistance from countries suffering from natural or man-made disasters. *Topics:* All countries that have been or currently are receiving emergency relief. (See CIDA-540 to CIDA-1270.)

United Nations and International Agencies
CIDA-240
Description: Information on Canada's funding and administration of the development programs of the United Nations, programs related to the *Agence de co-opération culturelle et technique*, international agricultural research centres, as well as core funding of the UN High Commissioner for Refugees, the UN Refugee and Works Agency, the International Committee of the Red Cross, the UN Education and Training Program for Southern Africans and the UN Fund for Namibia.

Conferences
CIDA-250
Description: Information on annual and special-purpose international meetings in which Canada was a participant.

Private Investments and Incentives
CIDA-260
Description: Information on Canada's participation in international meetings aimed at developing incentives for industry and labour to invest in underdeveloped countries. *Topics:* Canadian and international companies and corporations.

Associations, Societies and Institutes
CIDA-270
Description: Information on CIDA participation in or relations with voluntary and non-government Canadian and international associations, societies and institutes.

Committees
CIDA-280
Description: Information on Canadian participation in international committees for the pursuit of Canadian foreign policy. *Topics:* Federal interdepartmental committees; federal-provincial committees; international committees; UN committees.

Commonwealth Countries
CIDA-290
Topics: Information on Canada's funding and administration of Commonwealth programs as well as participation in meetings of heads of government, Commonwealth finance ministers, boards of representatives, and the Commonwealth Working Group of the Common Fund. *Topics:* Commonwealth countries; Organization of Commonwealth countries — colleges, schools universities and churches.

Family Planning and Population Control
CIDA-300
Description: Information on Canada's policy on general population matters. *Topics:* Human resources, research and development; family planning and population control.

Consultative Group on International Agricultural Research (CGIAR)
CIDA-310
Description: Information on meetings concerning policy and overall financial support for the international agricultural research centres supported by the CGIAR. *Topics:* Annual Centres Week, technical assistance meetings and reports; economic and social development; farm planning; agricultural products.

Aid Co-ordination and Evaluation

The (FACE) Centre is responsible for the total CIDA food aid program. It thus participates in the food aid program cycle and allocation process as well as in the preparation and processing of all submissions seeking approval for food aid projects; co-ordinates the planning of food aid activities in consultation with operating branches; initiates discussions on and participates in the process of food aid budget reallocations as and when necessary during the course of the fiscal year, in consultation with operating branches; serves as a co-ordinating centre within the Agency in policy and program discussions concerning food aid with Treasury Board, the Department of External Affairs, Agriculture Canada, the Department of Finance, the World Food Program, the Canadian Wheat Board, the Canadian Dairy Commission, the Fish Marketing Board (for reserving tonnages), and food producers and processors. The Centre also acts as team leader on the Food Aid Program Team and its core groups.

Manuals

- Food and Agricultural Organization (FAO) Reports

Classes of Records

Producer Groups — Food and Commodities
CIDA-320
Description: Information on producer's groups supplying processed and unprocessed commodities to Canada's Food Aid Program. *Topics:* Canadian Dairy Commission; Canadian Flour Millers' Association; Canadian International Grain Institute; Canadian National Millers' Associations; Canadian Wheat Board; Canola Crushers of Western Canada; Association of Bean Growers.

Countries Receiving Food Aid
CIDA-330
Description: Information on countries receiving Canadian bilateral and multilateral food aid. *Topics:* Bangladesh; Dominica; Egypt; Ethiopia; Ghana; Haiti; India; Jamaica; Kampuchea; Kenya; Laos; Mali; Mauritania; Mozambique; Nepal; Nicaragua; Pakistan; Portugal; Rwanda; Sahel; Senegal; Somalia; Sri Lanka; Sudan; Tanzania; Tunisia; Turkey; Uganda; Vietnam; Zaire; Zambia; Zimbabwe.

Food Aid Commodities Basket
CIDA-340
Description: Information on food aid commodities supplied by Canada in Canadian Food Aid Program. *Topics:* Commodities — prices, nutrition, packaging, procurement; dried eggs; fish; skim milk powder; triticale; vegetable oil and oilseeds; wheat; wheat flour; beans; dehydrated potatoes.

Other International Food and Agricultural Organizations
CIDA-350
Description: Information on international organizations with an interest in food aid. *Topics:* Food and Agricultural Organization (FAO); World Food Council (WFC); International Food Policy Research Institute (IFPRI); Organization for Economic Co-operation

and Development (OECD); United Nations Relief and Works Agency (UNRWA) — Palestinian refugees.

Canadian Food Aid Policy and Programs
CIDA-360
Description: Information on the policy of CIDA and other governmnt policies related to the Canadian food aid policy. *Topics:* Budget; distribution channels; procurement; Multi-Year Operational Plan (MYOP); main estimates; country eligibility; evaluation; food aid agency policy.

World Food Program (WFP)
CIDA-370
Description: Information on the policies and programs of the WFP and Canada's participation. *Topics:* Documents related to sessions of the WFP governing body and Canadian pledges to the WFP.

International Wheat Council (IWC)
CIDA-380
Description: Information on Canadian participation in IWC. *Topics:* International Wheat Trade agreements; negotiating documents; Food Aid Convention.

Financial Institutions Division

The Division develops and maintains the international financial institutions as mechanisms for development financing. It provides guarantees (i.e., callable capital) to facilitate the recycling of private capital resources for development financing, and in so doing multiplies the availability of such financing. The funds are provided to regional development banks for use in their first and second windows as well as for technical assistance purposes. The Division also shepherds other departmental and agency assistance programs through the Department of Finance to the World Bank Group. It ensure that the international financial institutes (IFIs) are managed in a manner conducive to their credibility in the international capital markets and to the protection of Canada's liabilities to these institutions. The Division fosters policies within the IFIs that are consistent with the developmental and humanitarian principles of Canadian foreign policy.

Classes of Records

African Development Bank and Fund
CIDA-390
Description: Information on the African Development Bank (AfDB) and its concessional arm, the African Development Fund (AfDF), which are the major regional financial aid institutions in Africa. Fund lending reached a cumulative total of $4,802 million (US) by December 31, 1983, more than 80 per cent of which was borrowed by the Bank's least developed members. *Topics:* Administration; budget; Board of Directors; Canadian line of credit; Canadian technical assistance; recruitment of Canadian personnel; elections of President; evaluation; financial statements; payments and encashments; loans; operations; pipelines; general policies; financial policies; procurement; establishment and organization; Canadian accession; Board of Governors; constituency; replenishment of resources and other related topics.

Inter-American Development Bank
CIDA-400
Description: Information on the Inter-American Development Bank (IDB), which assists the developing countries of Latin America and the Caribbean. The IDB's commitments exceeded $3 billion (US) in 1983, while disbursements reached a new high of $1.7 billion (US). Canada, a prime supporter of the IDB with 4.38 per cent of the capital stock, contributed $9.1 million (CDN) and $12 million (CDN) respectively to the capital and concessional fund operations. *Topics:* Administration; finance, capital interregional operations; Fund for Special Operations; regional institutions; other funds.

Caribbean Development Bank
CIDA-410
Description: Information on the Caribbean Development Bank (CDB), which is the major financial development institution serving the Commonwealth Caribbean. *Topics:* Administration; finance, ordinary capital operations; Special Fund operations; Caribbean region in general; Caribbean Division.

Asian Development Bank and Fund
CIDA-420
Description: Information on the Asian Development Bank (AsDB), which together with its concessional Asian Development Fund (AsDF), is the major regional financial institution serving the countries of Asia and the South Pacific, in particular the poorest countries of the region where a large part of the world's population lives. *Topics:* Administration; finance; ordinary capital operations; concessional funds operations; technical assistance.

World Bank Group
CIDA-430
Description: Information on the World Bank, which is seen by many as one of the leading international development institutions, particularly given the size and scope of its programs. The Bank acts as a forum for the discussion of key development policy issues and implements innovative assistance projects in sectors such as rural development and agriculture, and water supply and sanitation. It also has a quickly expanding energy program to meet the pressing needs of developing countries for relief from constantly rising oil prices. *Topics:* Information on the constitution and organization of the International Bank for Reconstruction and Development (IBRD); analysis of the needs of less developed countries; operations, finances; IBRD-IDA (International Development Association) geographic programs; sectors; reporting documentation; annual meetings; IDA; International Finance Corporation (IFC).

Special Programs Branch

The Branch provides contributions to Canadian non-governmental organizations (NGOs) in support of general development assistance programs, specific projects, as well as education programs and projects.

Manuals

- Operations Handbook 13
- Non-governmental Organizations (NGO) Division

Classes of Records

Non-Governmental Organizations (NGOs)
CIDA-440
Description: Information on non-governmental organizations dealing with CIDA's NGO Division and seeking CIDA financial assistance for their development programs and projects in Third World countries. *Topics:* Organizational structure and mandate; financial situations; board members; constituency.

Overseas Development Projects
CIDA-450
Description: Information on all overseas projects for which a CIDA contribution has been approved. *Topics:* Name of NGO; description of projects; budget and requested CIDA contribution.

Public Participation Program Projects
CIDA-460
Description: Information on all public education projects in Canada for which a CIDA contribution has been approved. *Topics:* Name of

NGO; description of project; budget and requested CIDA contribution.

Management for Change (MFC)
CIDA-461
Description: The purpose of this program is to develop innovative ways of strengthening the management skills of developing countries. Activities are oriented to top-level decision-makers and senior executives across the public service. MFC promotes sharing of information and experience with an emphasis on activities at the policy level, such as seminars, short-term work assignments, and short-term missions and awards. *Topics:* Project files on activities funded by MFC; organizational files on organizations; MFC Operation Manual.

Contacts
CIDA-470
Description: Information and correspondence on contacts with Third World countries.

International Non-governmental Organizations Division

The Division provides grants and contributions to international non-governmental organizations (INGOs) in support of development assistance programs and projects.

Classes of Records

International Non-governmental Organizations (INGOs)
CIDA-480
Description: Information and correspondence on INGOs, projects, CIDA grants, and political conditions within Third World countries or regions where the projects are located.

Institutional Co-operation and Development Services Division

The Division's program represents a new dimension in Canada's relations with the developing countries: it seeks to build relationships with them. It is a shift away from aid, with its donor-receiver connotations, to collaborations that bring mutual benefits. The program provides a framework for joint ventures between institutions and organizations in Canada and their counterparts in the developing countries. It enables such bodies to undertake substantive programs together, rather than to "twin" or link institutions purely to exchange personnel. *Joint ventures* are endeavours in which both parties have a stake since they will be working together as equal partners, rather than as a Canadian institution providing aid or technical assistance on a one-way basis. *Substantive* means programs that deal with specific problems or program areas.

Manuals

- Handbook 13
- Institutional Co-operation and Development Services Division Manual

Classes of Records

Institutions
CIDA-490
Description: Information on organizations seeking financial support from the Division. *Topics:* Associations, clubs, institutes, societies, colleges, universities, co-operatives, labour organizations, training hospitals — organization structure, mandate, financial situation; contacts and correspondence with Third World countries; subsidized projects — organization, type of assistance, grant amount.

Industrial Co-operation Division

The Division responds to initiatives from Canadian firms for projects involving commercial collaboration in developing countries with Third World partners.

Classes of Records

Projects
CIDA-500
Description: Information on specific projects as proposed and undertaken by applicant companies. *Retrievability:* Files arranged by country, year and project.

Developing Countries
CIDA-510
Description: Information on countries served by the Industrial Co-operation Program.

Canadian Sector
CIDA-520
Description: Information on Canadian private sector organizations, with the Industrial Co-operation Program.

International Organizations
CIDA-530
Description: Information on international financing institutions, aid agencies and regional institutions.

Geographic Area Branches

The major portion of Canadian official development assistance is provided as bilateral aid, usually in the form of grants or concessional loans under direct agreements between Canada and the governments of developing countries. The developing countries use the funds for purchases of goods and services for economic social development, most of which originate in Canada.

The function of the Geographic Area Branches is to promote self-reliance among low-income countries, to help developing countries meet their basic human needs and to pursue, where appropriate, development programs of mutual interest through active, highly visible channels of Official Development Assistance (ODA).

CIDA's involvement in development assistance includes support to agriculture, fisheries and forestry, health and sanitation, the provision of adequate housing and supplies of clean water, functional education as well as integrated rural development. Other important sectors are energy, transportation and communications.

Note: The topics in the descriptions of classes of records for the countries noted below as recipients of Canadian bilateral aid are not exhaustive. Complete lists of project files are contained in four publications issued by CIDA's Administrative Services Division entitled "List of Project Files". There is one each for the Asia, Americas, Francophone Africa and Anglophone Africa Branches.

Manuals

- Handbook 5 — Sectoral Guidelines 1, 2, 3 (Developmental Assistance Committee, OECD)
- Handbook 8
- Handbook for Scholars and Fellows — Foreign Service Directives (External Affairs)
- Workbook for Preparation of Plans of Operation — Lexicon (Acronyms)
- Technical Assistance Regulations

Asia Branch

The principal objective of the Asia Branch is to plan, develop and implement Canada's aid program to some 8 countries of concentration and 14 other countries within Asia and to integrate Canadian development activities to these countries.

Under the direction of the Vice-President, the Asia Branch is composed of eight program units: Asean — Regional Program; India/Nepal; Pakistan; Indonesia; Peoples' Republic of China; Thailand; Bangladesh; Sri Lanka. Each unit is responsible for the management of aid programs to recipient countries as well as the relationship of these programs to Canadian interests.

The program is composed of projects throughout Asia under the management of contractors, consultants and individual co-operants. Increasing use is made of non-governmental organizations implementing grassroots activity for social and human resource development. There are approximately 230 ongoing projects primarily concentrated in the agriculture, energy and social development sectors at various stages of development.

Classes of Records

Bangladesh
CIDA-540
Description: CIDA's program in Bangladesh includes food aid, commodities (industrial raw materials and potash) and a variety of projects concentrated in the agriculture, transportation, energy and population sectors. Specific project activities include assistance to women's groups for population planning and income generation; financial and technical support for landless co-operatives; construction of small-scale irrigation structures; ongoing assistance to Bangladesh Railways; and support for agricultural research.

India
CIDA-550
Description: CIDA's assistance to India is mainly in the agricultural, human resources development and energy sectors. Current major projects include a loan to help India's National Hydroelectric Power Corporation undertake the installation of a 540-megawatt hydro electric dam and power transmission system and a grant and loan for Phase II of the Idukki Hydroelectric Project. In addition, lines of credit are in place for requirements in the oil and gas sectors. Food aid in the form of Canola oil has been provided to support the development of oilseed processing co-operatives in India, and loan funds are being used to support a social forestry project in the state of Andhra Pradesh.

Nepal
CIDA-560
Description: Canadian programs in Nepal have focused on energy and regional development. Projects include training of rural health auxiliaries, rural development activities, mapping the country's land resources, civil aviation, and the development of Nepal's ability to plan for the development and exploitation of its water and energy resources.

Sri Lanka
CIDA-570
Description: In addition to food aid, projects have included dry-zone agriculture, honey production, public utilities, and the construction of a new university. Canada is also participating in one of the world's largest development projects by providing funds to help build the Maduru Dya reservoir complex, part of the huge Mahaweli scheme to increase the island's irrigated land and its power supply. Planification of this sector of Sri Lanka. Other activities include mission-administered funds, small projects initiated and approved by the head of the Canadian Mission; assistance to poultry development; line of credit to assist agricultural development (supply of inputs), including fertilizers; project preparation assistance; study and planning design for the development of the "Lower Uva Region"; Colombo area water supply; technical assistance for television training; assistance to design and supply a telecommunication network for the Mahaweli Program; paddyland improvement; assistance to improve extension services in the dry zone; inland fisheries; assistance to develop an increased production capacity inland using permanent or temporary reservoirs.

Pakistan
CIDA-580
Description: CIDA's program in Pakistan centres on agriculture, the social sector, power generation and transmission, oil and gas development, and transportation. A major thrust in agriculture includes a scheme to double agricultural production in the Mardan region of the North West Frontier Province through irrigation and land reclamation and a project to increase productivity in dryland farming. The long list of projects also includes food aid, mining development and the supply of commodities.

Turkey
CIDA-590
Description: CIDA's program in Turkey has centred on an economic development line of credit and continued assistance to the country's telecommunications system. *Topics:* Balance of payments assistance and Colombo Plan and Staff College.

Thailand
CIDA-600
The Thailand program focuses on rural development in designated poverty areas of Northern Thailand, human resources and institutional development, and modern sector activities directed towards natural resources management, high technology and energy. Aid projects include a number of integrated rural development projects aimed at health, food production, and income generation; technical assistance in fish production; provision of aluminum for rural electrification; support for the Thailand Development Research Institute and a Regional Development Institute at Khon Kaen; technical assistance on geological survey data to the Department of Mineral Resources; and the provision of hardware and software for upgrading of a Landsat satellite ground station.

Philippines
CIDA-610
Description: Aid projects have included a fisheries development, as well as technical and capital assistance for the Cagayan Valley Co-operatives.

Association of South East Asian Nations
CIDA-620
Description: Assistance to the group of five countries that comprise the Association of South East Asian nations (ASEAN) — Thailand, Philippines, Singapore, Malaysia and Indonesia — focuses on fisheries development, a tree seed centre, a forest management institute and improved grain storage.

South Pacific
CIDA-630
Description: CIDA's South Pacific aid program includes the Cook Islands, Fiji, Kirihati, Papua New Guinea, Solomon Islands, Tonga, Vanatu, and Western Samoa. Aid is channeled through regional institutions, non-governmental organizations and a mission-administered fund in the form of small projects and educational assistance.

Malaysia
CIDA-640
Description: Emphasis in the current Malaysian aid program is on fisheries and geochemical surveys.

Burma

CIDA-650

Description: CIDA's program for Burma includes aid in the sector of civil aviation, agricultural rice research and training, disease control and the upgrading of a timber base workshop.

Indonesia

CIDA-660

Description: Institutional strengthening and assistance in economic adjustment is the goal of Canadian assistance to Indonesia, emphasizing human resource development, renewable resources management and assistance to industry. Projects include road improvement, water development, environmental management, animal health services, regional development and training areas.

China

CIDA-661

Description: CIDA's programs in China are concentrated primarily in four sectors: agriculture, forestry, energy and human resource development. Current bilateral projects include activities in power system planning, intensive forest management, dryland farming, seed breeding and livestock improvement. In addition, there are a number of projects in health, engineering, management and technical assistance being undertaken jointly with Canadian institutions.

Americas Branch

In January 1979 the Latin American and Commonwealth Caribbean programs were grouped in the newly constituted Americas Branch. The administrative regrouping makes it possible to take the whole continent into account when formulating a development strategy for the region's developing countries, which face five major problems: poor distribution of income; low agricultural productivity; rapid urbanization; acute unemployment; and increasing debt, largely the result of oil price increases and declining trade. Despite their merger, the two programs are distinct in structure and evolution, and their development activities during 1979-80 are dealt with separately.

Latin American Region

The Agency's program in Latin America focuses mainly on energy, forestry, food and agriculture, transportation, and the development of human and institutional resources. Programs of social development through non-governmental institutions and organizations aim at improving the standard of living of the most disadvantaged people, especially in the areas of health and nutrition. With the exception of Venezuela and Cuba, CIDA provides support to local initiatives through mission-administered funds (MAF), NGOs and industrial cooperation in all countries of the region.

Classes of Records

Colombia

CIDA-670

Description: CIDA provides assistance in the fields of rural development, renewable resources, manpower training, infrastructure, environment, small business development and through its special programs and bilateral channels. Major projects involve a vocational training school of furniture-makers in Medellin, a loan for small and medium business, and a line of credit for Canadian goods in co-financing with the Export Development Corporation.

Ecuador

CIDA-680

Description: There is no bilateral program at the moment.

Bolivia

CIDA-690

Description: Apart from a co-financed project with the Inter-American Development Bank for vocational and technical schools there is no bilateral program.

Peru

CIDA-700

Description: In Peru bilateral projects include a research program for the cultivation of high-altitude cereals within the agriculture practised in the *altiplano* of the Puno-Juliaca region; the construction of high voltage and rural electrification power lines on the eastern side of the Andes, and planning for a 20-megawatt power station near Tarapoto (both co-financed with the Export Development Corporation); improvement of Peruvian capacities in remote sensing; and an agricultural vocational school in Tarapoto. There are also special programs projects in rural development, technical education and potable water supply to poor communities.

Costa Rica

CIDA-710

Description: Bilateral aid projects focus on agriculture (fertilizer) and transportation (railway equipment). A program in technical education is in the planning stage.

El Salvador

CIDA-720

Description: Except for a project to supply construction materials for an electrical transmission line, the bilateral program was suspended in 1979 because of social and political unrest. No new activities have been planned.

Guatemala

CIDA-730

Description: Except for a rural project to supply drinking water, the bilateral program was suspended because of social and political unrest. No new activity has been planned.

Honduras

CIDA-740

Description: Assistance has been aimed principally at rural development, forest preservation and extension, the management and industrial development of Honduran hardwoods, and power transmission. The major project at present is a loan for Canadian equipment for a power project.

Nicaragua

CIDA-750

Description: CIDA's bilateral projects focus on agriculture and health: activities under a food strategy and a line of credit to support agriculture and animal husbandry are underway. A line of credit to supply drinking water is being prepared.

Panamas

CIDA-760

Description: There is no bilateral program at the moment.

Haiti

CIDA-770

Description: A major objective of CIDA's program is to promote self-reliance through agricultural, health and educational activities carried out by non-governmental organizations. Other projects include support for the Veterinary and Agriculture Faculty, the National Institute of Administration and Management, and the Ministry of

Economy and Finance, as well as the provision of Canadian equipment for power generation and transmission.

Brazil
CIDA-780
Description: Canadian assistance has been extended to wide-ranging sectors of Brazil's economic and social development: agriculture, mining, forestry, fisheries, power production and transmission and telecommunications. In addition to technical assistance to promote scientific and technological development, CIDA's program has emphasized community development and educational advancement.

Chile
CIDA-790
Description: There is no bilateral program.

Dominican Republic
CIDA-800
Description: The principal bilateral aid project in this area is a line of credit for Canadian agricultural equipment. Other projects support agricultural co-operatives, the development of the dairy industry, and irrigation.

Commonwealth Caribbean Region

The primary objective of Canadian bilateral assistance to the Caribbean is to encourage economic growth and stability. Food production, energy generation, and response to increasing balance of payments and human resource constraints are of critical concern. The aid program has thus focused on the agriculture, public services, transportation, education, energy and fisheries sectors. In 1978, under the auspices of the World Bank, a mechanism was set up known as the Caribbean Group for Co-operation in Economic Development. It comprises recipients, donors and multilateral institutions and serves as a consultative group on long-term economic development in the region. With the exception of Surinam, the Netherlands Antilles and French possession, CIDA provides support to local initiatives through mission-administered funds (MAF), NGOs and industrial co-operation in all countries of the region.

Classes of Records

Belize
CIDA-810
Description: Canada's bilateral assistance to Belize is centred on one large project: the provision of a water and sewerage system for Belize City. Approximately $28 million is expected to be spent on the project over the five-year period 1983-88.

Guyana
CIDA-820
Description: The current focus of CIDA's program is support to the forestry and fisheries sectors and to the Government of Guyana's efforts to introduce basic structural economic reform measures.

Jamaica
CIDA-830
Description: Jamaica is a country of concentration for CIDA assistance. Over the past several years, the Jamaican economy has been under severe strain. In order to assist in the developmental recovery of Jamaica over the next few years, CIDA has recently provided commodity lines of credit, food aid and assistance in improving local business and management capabilities. At present, the main sectors of CIDA assistance are agriculture, infrastructure, energy and food aid; human resource development is an overall objective.

Barbados
CIDA-840
Description: Canada is currently providing equipment and services to the Barbados Water Authority, assistance with the production of new land maps, and a line of credit for Canadian oil drilling equipment to help Barbados overcome its current difficulties.

Trinidad and Tobago
CIDA-850
Description: CIDA's only active project is assistance in the upgrading of facilities at the PIARCO Airport, which is being carried out on CIDA's behalf by Transport Canada.

Leeward and Windward Islands
CIDA-860
Description: The following Eastern Caribbean islands comprise this program unit: Anguilla, Antigua, Dominica, Grenada, Montserrat, St. Kitts and Nevis, St. Lucia and St. Vincent. In the past CIDA's program focused on education (including teacher training and school construction), transportation and water supply systems. More recently the emphasis of the program has been on projects in the productive sectors of agriculture, industry and tourism, and the supporting infrastructure. Major projects now in the implementation stage include cocoa rehabilitation (Grenada), coconut expansion (Dominica), training awards (all islands), port cargo handling systems (Antigua, Grenada, St. Vincent, St. Kitts and Nevis), exploratory drilling (St. Kitts), fisheries development (St. Lucia), road reconstruction (Dominica) and hydro power generation (St. Vincent).

Caribbean Region
CIDA-861
Description: Canada's bilateral assistance to the Caribbean Region involves projects with regional institutions such as CARICOM and the University of the West Indies as well as projects of a regional nature including core and non-core countries. The largest project currently being implemented, worth $75 million, is to upgrade the safety and operations of 22 Caribbean airports in 13 countries.

Latin American Regional
CIDA-862
Description: Canada's bilateral assistance to the Latin American Region also involves projects with regional institutions such as the Pan-American Health Organization (PAHO), the Inter-American Commission for Women (ICM), the Latin American Demographic Centre (CELADE), and the Regional UN Commission for Latin America and the Caribbean (CEPAL).

Anglophone Africa Branch

The Anglophone Africa program at CIDA covers 28 African countries, ranging from the largest on the continent (Sudan) and the most populous (Nigeria) to a number of micro-states with populations of less than one million. Living conditions are difficult in most of these countries, as reflected by the low average annual gross national product of $300 per capita, an adult literacy rate of only 38 per cent and a life expectancy of 47 years.

Planning of Canadian assistance projects is concentrated in sectors that can meet basic needs among the poorest segments of the population. These include agriculture, rural water supply and rural development in general, with an emphasis on generating productive employment.

Infrastructure projects that meet basic needs in a more indirect fashion still dominate the program, but the current trend is to place increased emphasis on agriculture. Most of the bilateral disbursements to Commonwealth Africa were in the form of grants, together with some concessional loans. Major recipients of Canadian aid include Egypt, Tanzania, Ghana, Zambia, Malawi and Kenya. Most of the assistance is expended on the generation and transmission of

power and on road and rail transportation in these countries, although agricultural development is assuming greater importance.

Classes of Records

Southern Africa Development Co-ordination Conference (SADCC)
CIDA-870
Description: Assistance is provided to the group of nine southern African countries that are members of SADCC. Aid is channeled to individual countries for projects that have regional development implications. CIDA assistance focuses on improvement of transportation and communications networks and agricultural programs to improve the food security of member states and the region and human resource development.

Botswana
CIDA-871
Description: CIDA assistance program focuses on three key sectors in Botswana: human resource development, sites and service development, and the improvement of human resource skills in the mining sector. Project assistance is provided to the University of Botswana and the Departments of Mines and Geological Survey as well as to urban and village upgrading schemes in three areas of Botswana.

East African Community
CIDA-880
Description: Important items in the aid program for the East African Community to date include the management assistance given East African Airways and the training of air traffic controllers. Fifteen diesel locomotives were supplied under the railway development program. Other projects include forest, harbour and power development, tsetse fly research, cereal development, and support for the Pan-African Telecommunications project.

Ghana
CIDA-890
Description: The provision of basic human needs and short- and medium-term support for Ghana's economic rehabilitation are the main goals of CIDA's program in Ghana. The program's concentration in northern Ghana with projects in integrated rural development, potable water supply and community education and development is complemented, on a national basis, by projects in agricultural research, human resource development, and energy and appropriate technology.

Kenya
CIDA-900
Description: Increased development is the goal of Canadian assistance to Kenya with emphasis on energy, agriculture (including food aid) and human resource development. Projects include hydroelectric generation, transmission lines and rural electrification; wheat breeding, agricultural roads and training of Kenyans involved in agriculture; establishment of a technical teachers' college and various training programs; food aid and locomotive spare parts.

Lesotho
CIDA-910
Description: CIDA's assistance program focuses on three key sectors in Lesotho: human resource development, sites and service development, and employment creation in small-scale manufacturing. Project assistance is provided to the University of Lesotho, urban and village upgrading programs, and to the Basuto Enterprise Corporation. Assistance is also being provided for the construction of a dairy plant to assist Lesotho in achieving self-sufficiency in dairy products and of a mountain development project in Lesotho's highlands.

Malawi
CIDA-920
Description: CIDA assistance has been provided in three key sectors of the Malawi economy: a project in agricultural development, including dairy farming, the construction of a Natural Resources College, and the provision of rural water supplies.

Mauritius Island
CIDA-930
Description: In addition to a number of small projects, assistance has been extended to the Ministry of Economic Planning and Development and to equipping the University Library and the Institute of Bilingualism. Another project has been improving the Rodrigues water supply.

Nigeria
CIDA-940
Description: The Nigeria Program is primarily responsive in nature. Bilateral projects are implemented where feasible to facilitate Nigerian developmental objectives while strengthening its long-term commercial and political ties with Canada. A mission-administered fund is employed for small projects, and funds are provided to support NGO and IDRC activities.

Sierra Leone
CIDA-950
Description: Mission-administered funds have been made available for community health projects, the provision of equipment for the school improvement program, and iron ore mining.

Somalia
CIDA-960
Description: Although CIDA's program for Somalia has included a number of small projects, assistance has been given largely in the form of food aid.

South Africa
CIDA-970
Description: Mission-administered funds for small projects.

Namibia (Southwest Africa)
CIDA-980
Description: Refugee training project.

Swaziland
CIDA-990
Description: CIDA's assistance program focuses on two key sectors in the Swaziland economy: human resource development and water supply. Project assistance is directed at technical and vocational training as well as towards the University of Swaziland. Assistance is also provided for the survey and development of rural water supplies. Additional assistance has been provided for human resource development in the telecommunications field.

Tanzania
CIDA-1000
Description: Agriculture, transportation, energy, commodities and spares are the main areas of CIDA's program in Tanzania. Major thrusts include the rehabilitation of the northern Tanzania rail system to increase capacity for agricultural input and output distribution, the development of wheat farming in northern Tanzania, assistance to extension of the national electrical grid, and the provision of commodities (paper, aluminum) and spare parts. Programs generally include a major technical assistance and training component along with provision of equipment and materials.

Uganda
CIDA-1010
Description: Materials and equipment have been financed through the World Bank's reconstruction program. Assistance to rural health clinics and government health planning is being provided through an East African non-governmental organization, and the Mission-Administered Fund and the Special Programs Branch support a variety of smaller non-governmental organizations in Uganda.

Zambia
CIDA-1020
Description: The primary goal of Canada's assistance is to help Zambia decrease its dependence on copper as the major source of its revenues. Projects in agriculture, rural infrastructure and human resources development form the primary focus of the aid program. Technical assistance, material and equipment as well as fellowships for training in a third country or in Canada are provided in all projects. Major projects are the construction of 84 sheds for maize and fertilizer strategic storage; 570 km of feeder roads for fisheries development; a six-year wheat research program; technical assistance to the School of Agriculture at the University of Zambia as well as to the Ministry of Agriculture; and water development.

Zimbabwe
CIDA-1021
Description: CIDA's assistance program focuses on two key sectors in the Zimbabwe economy: human resource development and the provision of capital to assist in the modernization of Zimbabwe's infrastructure. Project assistance has been provided through World University Services Canada to upgrade secondary school teachers and technical vocational trainers. Infrastructural assistance has also been provided to the transport and communications sectors as well as to the rural water supply. With the drought increasing, emphasis is being given to strengthening the agricultural infrastructure.

Angola
CIDA-1022
Description: Mission-administered funds for small projects.

Mozambique
CIDA-1023
Description: Mission-administered funds for small projects.

Egypt
CIDA-1024
Description: Energy, agriculture and food security, human resource development together with transportation and possibly water and sewerage are the major activities for CIDA in Egypt. Principal projects include power transmission and distribution, lines of credit (food security, energy and general development), support for the National Investment Bank, the supply of grain storage silos, work on a Nile Master Plan, a study for an integrated soil and water project, as well as training in the energy and transportation sectors. Close co-operation with the Export Development Corporation on several development projects is one unique feature of the program.

Sudan
CIDA-1025
Description: CIDA is involved in four different sectors: food aid, forestry (seven projects), mechanized dry land agriculture and a developmental line of credit presently in the planning stage.

Ethiopia
CIDA-1026
Description: Major projects in Ethiopia include food aid, rural water supply, geological mapping and technical training. Mission-administered funds have been made available to projects in the sectors of adult education, technical training, public health, agriculture and transportation.

Regional Program
CIDA-1027
Description: Mission-administered funds have been made available to the following ten countries for small development projects: Djibouti, Jordan, Lebanon, Liberia, Mauritius, Seychelles, Sierra Leone, Somalia, North Yemen (YAR) and South Yemen (PRDY).

Francophone Africa Branch

Canada has been increasing its assistance to the most disadvantaged countries and peoples in francophone Africa. In the Sahel, substantial assistance has been provided to promote the development of agriculture and end the isolation of countries and areas within countries through the construction of roads and railways, the Panafrican Telecommunications Network (PANAFTEL), and the *Centre régional de télédétection de Ouagadougou* (RTO). In addition, the transfer of resources and industrial co-operation with middle-income countries has been increasing. Overall, the transportation, agricultural, education, public services (hydroelectricity and energy generally) and communications sectors have received most of the funding.

Classes of Records

Mali
CIDA-1030
Description: CIDA's assistance program for Mali includes a huge, integrated rural development project; provision of food aid in support of the program for restructuring the grain market; construction of an electrical transmission line; support for the administration of the railroads and supplying of materials; improvement of shipping services; improvement of hydraulic installations; and a scholarship program.

Niger
CIDA-1040
Description: The Canadian program of co-operation with Niger, which is mainly bilateral, includes some NGO projects and institutional and industrial co-operation activities. Niger also benefits from interventions made by international agencies that CIDA supports financially through its multilateral programs. Since the drought at the beginning of the 1970s, the program has aimed at supporting food self-sufficiency, with priority given to the removal of factors that cause isolation, both within Niger and with respect to other countries; stabilization of the vegetation cover; and to human resources. Under the new program review (1984-89), the objective is to contribute to the establishment of a new socio-ecological balance. Priority is placed on stabilizing the vegetation cover, achieving a food balance and promoting energy development. *Topics:* Program for the protection of plants; village water supply; agricultural development; mining exploration; line of credit for the purchase of Canadian goods and services; micro-projects; scholarships program (Niger, third country and Canada); institutional support; development of a road network; telecommunications; many small projects implemented with mission-administered funds, NGO activities (especially in the rural development sector).

Chad
CIDA-1050
Description: CIDA's aid program for Chad has included educational assistance; the provision of technical advisers in human resources planning and agriculture; reforestation; water improvement; food aid; and assistance under the Sahelian Zone Drought Relief and Development Fund. *Note:* This program is currently limited to mission-administered funds (MAF) and non-governmental organization (NGO) projects.

Upper Volta
CIDA-1060
Description: Educational assistance to Upper Volta has featured a multi-annual scholarship program and technical training in health and public works. In addition to food aid, current economic projects include support for the national program for crop protection; dam building; continuing geophysical exploration; and road and railway improvement.

Senegal
CIDA-1070
Description: CIDA's program in Senegal involves primarily bilateral assistance but also includes NGO projects and institutional and industrial co-operation activities. The key sectors are fisheries, energy, forestry, integrated rural development and human resources development. *Topics:* Marketing for small fishermen; protection and monitoring of offshore fishing; fisheries development planning; power transmission lines; studies to plan the development of electrical distribution systems; inventory; forest management and protection; local project in integrated rural development; scholarship program; construction projects; technical assistance to the *École polytechnique de Thiès;* a major project involving a number of countries in the development of the Senegal River basin; yearly food aid; numerous small projects implemented through the mission-administered fund; major NGO activities in rural development.

Mauritania
CIDA-1080
Description: CIDA's program in Mauritania is composed mainly of punctual food aid and numerous small projects financed through the mission-administered fund; it also includes technical assistance to the Ministry of Planning as well as scholarships.

Guinea-Bissau
CIDA-1090
Description: CIDA's program for Guinea-Bissau consists of numerous small projects financed through mission-administered funds, as well as contributions by the Institutional Co-operation Division through Canadian institutions.

Cape Verde Islands
CIDA-1100
Description: CIDA's program in these islands consists of numerous small projects financed through mission-administered funds.

Algeria
CIDA-1110
Description: CIDA's program for Algeria is aimed mainly at the construction of seven concrete silos with a capacity of 210,000 tons. Furthermore, an agricultural co-operation program is anticipated for animal husbandry, poultry production, promotion of potato farming, and agricultural management. Lastly, a system for scientific, technical and cultural co-operation was established in 1982 to promote exchanges between various Canadian and Algerian government departments (agriculture, education and communications).

Ivory Coast
CIDA-1120
Description: The aid program for the Ivory Coast focuses on the following areas, listed in order of priority: multisectoral co-operation through a line of credit intended for large-scale development projects; traditional aid based mainly on energy, mining and educational projects; aid to industrial small and medium-sized businesses.

Tunisia
CIDA-1130
Description: Assistance has been provided to Tunisia in a large variety of sectors. In 1982, however, the focus of CIDA's co-operation program shifted to human co-operation on a shared-cost basis and to economic co-operation based parallel lines of credit with the Export Development Corporation. *Topics:* Agricultural development; production and transmission of electricity; industrial development; promotion of education; measures to improve health and hospital services; supplying of teachers for the *École de l'aviation civile et de la météorologie;* agricultural program; construction of irrigation dams; veterinary services; agricultural activities; poultry farming; and dry farming.

Morocco
CIDA-1140
Description: CIDA's program in Morocco has been aimed mainly at developing agriculture and improving human resources. *Topics:* Support for the *École nationale d'agriculture,* the *Institut national agronomique Hassan II* and the *Institut national de statistique et d'économie appliquée;* research on poultry farming; seed and livestock improvement; milk production; supplying of university professors and teachers for regional educational centres; and a line of credit to construct cold-storage facilities. The current program, however, is directed mainly toward human co-operation on a shared-cost basis and economic co-operation based on the use of parallel lines of credit with the Export Development Corporation.

Malagasy Republic
CIDA-1150
Description: Essentially, this program centres on development of hydroelectric resources and the use of the mission-administered funds. Several Canadian private firms are also active in various sectors through contracts obtained from international organizations such as the World Bank.

Cameroons
CIDA-1160
Description: The aid program for Cameroons emphasizes rural development (forests, energy and rural activities), human resources (technical, vocational and managerial training) and parallel program aid (parallel CIDA/Export Development Corporation lines of credit) open to a few priority development sectors.

Rwanda
CIDA-1170
Description: The co-operation objectives of Rwanda reflect the overall goal for poor countries: they include participation in the agricultural development program (Mutara) and in the educational sector, *Université nationale de Rwanda* (UNR). The aid program focuses on bilateral assistance to four projects; technical assistance to the *Université nationale du Rwanda,* provision of goods and services for the development of the Mutara wetland valleys, participation in the modernization and maintenance of a telecommunication system, and contributions to a geophysical survey. Food aid is also provided, as well as support from non-governmental organizations and the Institutional Co-operation and Development Services Division for health and vocational training.

Congo
CIDA-1180
Description: Aid to this country is mainly for the project to improve the Congo-Océan railway and activities funded by the Mission-Administered Fund.

Zaire
CIDA-1190
Description: CIDA has historically provided Zaire with assistance in forestry, agriculture, road transportation, and education and has financed studies in microwave communication and power transmission. The program is focused on two sectors of Canadian expertise: forestry (education, inventory, technical assistance and logging) and rural development (co-operatives, marketing, livestock, improvement and assistance to small and medium-sized enterprises). In addition,

CIDA is supporting a basic products project and one of technical assistance to the government departments concerned.

Togo
CIDA-1200
Description: In Togo the aid program comprises technical assistance to the national railways system and mission-administered funds for small-scale projects.

Bénin
CIDA-1210
Description: Support for the *Collège Polytechnique universitaire* and development of the Port of Cotonou, and mission-administered-fund-financed activities.

Gabon
CIDA-1220
Description: Shared-cost technical assistance for education, transportation and water systems; rural electrification project financed through a parallel line of credit with the Export Development Corporation; and mission-administered-fund-financed activities.

Angola
CIDA-1230
Description: A mission-administered fund has been set up to finance small projects in Angola.

Burundi
CIDA-1240
Description: Burundi receives Canadian aid through specialized UN institutions and government organizations (ICSC, EPM) and through small mission-administered-fund-financed projects. Over the past few years, there has been greater participation by Canadian institutions.

Republic of Guinea
CIDA-1250
Description: The Guinea program focuses on the energy sector, air transportation and institutional support. It is aimed at improving planning and management capacity and at meeting urgent needs for spare parts, equipment and basic commodities. *Topics:* Assistance to small and medium-sized businesses; support for domestic air transportation; support for the *Société Nationale de l'Électricité;* bursaries; technical assistance; production of commodities.

Central African Republic
CIDA-1260
Description: Mission-administered funds have been made available for small-scale projects, mainly in the rural development, health and education sectors.

Sao-Tome-Principe
CIDA-1270
Description: Mission-administered funds have been made available for small projects.

Professional Services Branch

The Branch provides professional, technical and some administrative services to client branches. As an advisory body it provides the necessary sectoral expertise to support the Multilateral Programs Branch in identifying the main thrusts of its country programs through an analysis of the Canadian industrial resource base. In co-operation with the Policy Branch, it develops and updates the sectoral policies for the orientation of the Agency's programs and projects. As a sectoral organization covering the various fields of technology and logistics, the Branch provides liaison with the private sector and other government departments involved in aid projects abroad. It also monitors projects to ensure that the technical quality of work being performed by Canadian consultants, contractors and technical assistants meets a high standard of proficiency and that these services are dispensed economically. Finally, it plans the development of sectoral expertise with a geographic focus in support of the geographic divisions within agreed (Area Branch) concepts.

The Branch comprises four divisions: Infrastructure, Natural Resources, Social Development, Programming and Systems and Consultant Selection Secretariat.

Infrastructure Division

The Division provides advice and related technical services in the formulation of technical policy and in the identification, planning and implementation of projects in transportation, energy, water supply and sanitation, architecture, large-scale civil construction, and telecommunications, including associated studies on viability and operational feasibility.

Classes of Records

Telecommunications
CIDA-1280
Description: Information on telecommunications sector policy and on the technical identification, planning, implementation and evaluation of CIDA's telecommunications projects. *Topics:* Telephony, data, broadcasting, and electronic navigation systems; associated technical assistance and training.

Transportation
CIDA-1290
Description: Information on transportation sector policy, and on the technical identification, planning, implementation and evaluation of projects in transportation. *Topics:* Intermodal and unimodal feasibility studies; air, surface and marine transportation projects.

Energy
CIDA-1300
Description: Information on energy sector policy and on the development of energy resources. *Topics:* Feasibility studies; power generation — hydro, thermal, geothermal; power transmission and distribution; construction of energy-related infrastructure; pipelines and other oil and gas installations; renewable energy and related economic and financial viability studies.

Water
CIDA-1310
Description: Information on water sector policy and on the appraisal, definition, implementation, evaluation and operation of programs and projects in the water resources, water impondment domestic water supply and sanitation sub-sectors.

Architecture
CIDA-1320
Description: Information on the planning and implementation of CIDA projects involving institutional and residential buildings.

Construction
CIDA-1321
Description: Information on the planning, programming and implementation of CIDA projects involving all types of construction work in connection with public works, transportation, energy, municipal works and telecommunications.

Natural Resources Division

The Division provides advice and related technical services in the identification, planning and implementation of projects in agriculture,

forestry, mining, fisheries, industrial development and resource inventories.

Classes of Records

Agriculture
CIDA-1330
Description: Documentation on the development, implementation, and evaluation of projects related to land and water development, crops, livestock, agricultural support services and rural development.

Forestry
CIDA-1340
Description: Studies on compile inventories of hardwood or pulpwood reserves.

Mining and Metallurgy
CIDA-1350
Description: Documentation on the identification, planning, implementation and evaluation of projects in the mining sector. *Topics:* Prospecting, development, production and processing of minerals; policies, planning and administration for mining and related services.

Fisheries
CIDA-1360
Description: Information on the planning and implementation of projects in the fishing industry. *Topics:* Studies associated with fresh water and salt water fish products technology.

Industrial Services
CIDA-1370
Description: Documentation on the identification, planning and implementation of industrial projects in the primary, secondary and service sectors. *Topics:* Industrial financing, small and medium-sized businesses (SMBs), light industry and handicrafts, market surveys.

Resource Inventories
CIDA-1380
Description: Documentation on the planning and implementation of natural resource inventory projects. *Topics:* Aerial geophysical surveys; remote sensing; photogrammetry; surveys; mapping.

Social Development Division

The Division provides advice and related technical services in the identification, planning and implementation of country programs and projects in education, development communication, health and population, human settlements and institutional support.

Manuals

- Technical Assistance Regulations
- Co-operants Manual
- Trainees Manual

Classes of Records

Education
CIDA-1390
Description: Studies in formal and non-formal education and the management of educational projects.

Health and Population
CIDA-1400
Description: Studies in demography, family planning and nutrition as well as in public health, control of water and airborne diseases, epidemiology and parasitology. *Topics:* Training and staff; establishment of facilities and setting of standards for the operation and maintenance of these facilities; material and equipment.

Development Communication
CIDA-1401
Description: Studies in development communication and the management of social communication projects.

Human Settlements
CIDA-1410
Description: Studies in demography and human habitat as well as the implementation of human settlements projects.

Institutional Support and Management
CIDA-1411
Description: Studies in organizational and management development as well as the implementation of institutional support and management projects.

Human Resources Development
CIDA-1412
Description: Information on Canadians interested in serving abroad or currently in the field, available assignments in developing countries, trainees from Third World countries studying in Canada, scholarship in international development for Canadians.

Briefing of Technical Experts
CIDA-1413
Description: Studies in transfer of technology, effectiveness of Canadian experts in developing countries as well as debriefing reports of Canadian experts.

Material Management Division

The Division provides advice to client branches on procurement and shipment practices for material, equipment and related services associated with aid programs and projects, including lines of credit. It also provides services for the procurement and shipment of food and commodities. The Division formulates material and equipment specifications and monitors the performance, as to quality, quantity and scheduling, of the Department of Supply and Services or any other procurement agency.

Classes of Records

Commodities and Lines of Credit
CIDA-1420
Description: Information on the procurement of commodities financed under lines of credit of CIDA.

Material Specifications
CIDA-1430
Description: Information on the identification of material and equipment project components; also the planning and implementation of projects associated with lines of credit.

Food and Transportation
CIDA-1440
Description: Information on the planning and implementation of projects associated with the food aid and emergency relief programs. *Topics:* Sourcing, pricing and delivery schedules; modes of transportation — material, equipment, food and commodities; delivery schedules.

DSS Procurement
CIDA-1450
Description: Information on the procurement of materials and equipment financed under grants. *Retrievability:* Files arranged by project and geographical area.

Contracts
CIDA-1460
Description: Information on consultant, personal service and technical assistance contracts.

Programming and Systems

The Division provides general professional and administrative support services common to other scheduling and programming units and maintains work assignment procedures. The Consultant Selection Secretariat carries out the selection of consultants, individuals, firms, institutions, contractors and trading houses required in the planning and implementation of CIDA projects or CIDA in-house requirements.

Classes of Records

Selection of Consultants
CIDA-1470
Description: Documentation and data bank relating to the selection of consultants for the implementation of CIDA projects.

Background

The Canadian Livestock Feed Board (CLFB) derives its origin from a policy conceived as a result of representations made by various farm organizations of Eastern Canada and British Columbia through the Canadian Federation of Agriculture. In 1965, following an all-party recommendation, the Board was formed. On April 6, 1967, appointments to the Board were announced and the Montreal headquarters was established two months later.

Laws and Regulations

The Board operates under the authority of the *Livestock Feed Assistance Act* 1966-67, c.52, s.1. Freight assistance payments are made under the Feed Grain Transportation and Storage Assistance Regulations.

The Board also administers the following storage programs in co-operation with Agriculture Canada and under the authority of Treasury Board minutes:

- Local Feed Grain Security
- New Inland Elevators
- Existing Inland Elevators

Overall Responsibilities

The basic objectives of the Board are to attempt to ensure, within the framework of the *Livestock Feed Assistance Act*, that livestock feeders in Eastern Canada and British Columbia have available, at the right time and locations, in sufficient amounts, the various categories of feed grains they require for feeding their livestock and poultry. At the same time, the Board also ensures that feed grain prices with respect to those of basic sources of supply are reasonably stable and that there is a fair equalization of prices of feed grains within Eastern Canada and British Columbia. This duty calls for continuous methodical research into markets and transportation developments, flow of grains, utilization of storage space, consumption patterns of feed grains for various livestock and industrial uses.

Because of the complexity of the feed grain economy and the major impact of its operations the Board maintains relations with government agencies, trade organizations, farmers' associations and universities across Canada.

At the federal level, the Board has close contact with Agriculture Canada, the Canadian Wheat Board, the Canadian Grain Commission, Statistics Canada, the Farm Product Marketing Council, etc. At the provincial level, the Board has contact with most provincial departments of agriculture. In addition, the Board maintains liaison with individuals and organizations representing both farmers and the trade.

Feed Freight Assistance Program

This program pays for a portion of the cost of transporting feed grains produced in the Prairie region to grain deficit areas of Eastern Canada, British Columbia, the Yukon and Northwest Territories and feed grains produced in the Province of Ontario and moved eastward to Quebec and the Atlantic Provinces.

Local Feed Grain Security Program

This program pays carrying charges on additional physical inventories of eligible grains carried by feed mills located in grain deficit areas of Canada over historical levels. It will end on March 31, 1985.

New Inland Elevator Program

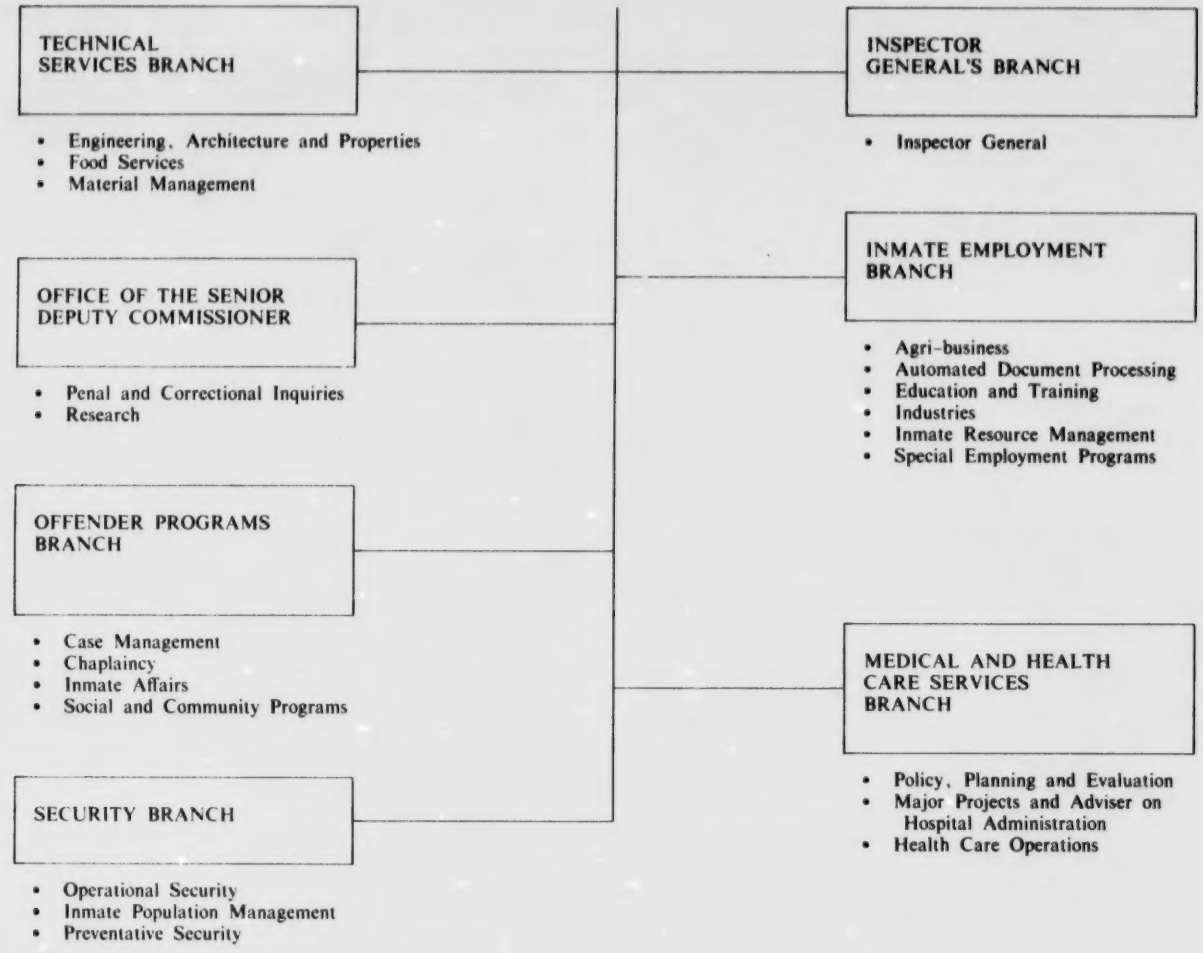
This program pays up to fifty percent of capital costs of building to a maximum of $500,000. This program ended on March 31, 1983, while the program dealing with expansions to existing facilities ended on March 31, 1982.

Access Procedures

All requests under the *Access to Information Act* should be directed to:

Access to Information Co-ordinator
Canadian Livestock Feed Board
P.O. Box 177
Snowdon Station
Montreal, Quebec
H3X 3T4
Telephone: (514) 283-7505

Canadian Pentitentiary Service



ACCESS TO INFORMATION
CO-ORDINATOR
CANADIAN PENITENTIARY
SERVICE
340 LAURIER AVENUE WEST
OTTAWA, ONTARIO
K1A 0P9

Background

In 1868, a federal penal system was created under federal jurisdiction for the establishment, maintenance and management of penitentiaries for offenders sentenced to two years or more. At that time, parole did not exist, leisure time was spent in solitary confinement and a rule of silence was standard for all inmates from the day of incarceration until the day of release.

In 1977, radical changes were brought about with the amalgamation of the Canadian Penitentiary Service and the National Parole Service, which resulted in the formation of the Correctional Service of Canada (CSC). The Service, as it stands today, provides programs for offenders from pre-admission until the expiration of their sentence. It operates on the basis that the offender must be viewed from physical, emotional and cultural aspects. Such considerations make for a more compassionate environment for the offender within the institutional setting.

Laws and Regulations

- Penitentiary Act
- Parole Act
- Prison and Reformatories Act
- Federal Corrections Act
- Criminal Records Act
- Criminal Law Amendments Act
- The Criminal Code
- Young Offenders Act

Organization

The Canadian Penitentiary Service has three levels of management: a national headquarters, five regional headquarters and 140 institutions. In keeping with the management principle of centralized policy and decentralized administration, national headquarters plan, evaluate and control policies while the facilities implement them, taking into account the region's varying environments, offender populations and resources.

Overall control is exercised by the Commissioner and CSC's Senior Management Committee, comprising the Commissioner, the Senior Deputy Commissioner, the heads of eight branches and five regional deputy commissioners. Line management is exercised by the Commissioner, the regional deputy commissioners and the facility heads, while functional direction is provided by the branch heads.

Overall Responsibilities

Administration

Administrative and staff support is provided by the following branches; Policy, Planning and Administration, which provides financial, personnel and directives management, administrative services and management control; Technical Services, which holds responsibility for buildings, properties and accommodation, as well as equipment and supplies; Communications, which handles media and public relations, correspondence and parliamentary relations; and Inspector General, which is responsible for the audit and review of all areas of the Service, special inquiries and projects requested by the Commissioner of Corrections, and the CSC accreditation program.

Programs

The administration of sentences and preparation of federal offenders for useful re-entry into society involves four major programs that correspond to CSC's four operational branches: Security, Offender Programs, Medical and Health Care Services and Inmate Employment.

The Security Branch is responsible for the functional direction and control of CSC security operations.

The Offender Programs Branch is responsible for the functional direction and control of Case Management, which provides co-ordinated management and administration of the offender's entire sentence, ensures that offenders receive maximum benefit from all available rehabilitative opportunities, maintains assessments on all federal offenders, and makes recommendations to the National Parole Board for conditional release through full and day parole; Social and Community Programs, which provides offenders with the opportunity for social, emotional, physical and personal development and promotes effective working relationships and administration of policies on the use of private sector agencies; Chaplaincy, which encourages offenders to develop the spiritual dimension of their lives; and Inmate Affairs, which ensures that offenders are treated fairly and humanely and are accorded rights outlined in international covenants and the United Nations Standard Minimum Rules for the Treatment of Prisoners.

The Medical and Health Care Services Branch exercises functional direction and control over all medical and health care services provided to offenders.

The Inmate Employment Branch asserts functional direction and control of offender education and training as well as work opportunities.

Organization of Records

CSC records are broken down into three different categories: subject, offender and staff.

Subject records are organized by main or primary subjects, which in turn are broken down into secondary subjects and, where warranted, tertiary subjects. Although the subject records are organized according to the departmental records classification system, various branches maintain a substantial number of records that have not been incorporated into this system.

Offender records are broken down into five banks. The Inmate Documentation and Records Information System Bank (IDRIS) contains information on the offender's family; on educational, social and criminal background; on past, present and future program involvement and progress; on medical and psychological summaries; on remission and sentence calculation; on preparation for, and performance while on mandatory supervision, day parole, full parole and temporary absence; on transfers; and on grievances, discipline and privileges.

The Offender Administration Bank may contain information, provided under expressed or implied confidentiality, on the offender's conduct, discipline and privileges; on visits and correspondence; on dissociation; routine police reports, community investigations and information of a general investigative nature; on personal history and educational background; and on plans, activities and progress, particularly with regard to transfers, remission, preparation for release and performance while in the community.

The Housekeeping Bank contains information on an incarcerated offender's participation in CSC programs and services and on employment matters specifically. It also contains information on the offender's requests for and participation in services and programs.

The Offender Health Care Record is segregated into four dockets: medical and surgical; dental; psychiatric; and psychological. These contain health care histories, test results and interpretation, X-rays, treatment provided and related information.

The Security Bank contains incident reports, police intelligence

reports, criminal profiles, modus operandi and any other data related to incidents. Also included is information on offenders, staff and external groups who provide information on or are involved or implicated in the incidents.

Please note that CSC's Management of Recorded Information Program is under review and may be subject to change.

Access Procedures

If you wish to make a formal access request under the *Access to Information Act*, please specify the location of the records you seek, and submit a formal access request form to

Access to Information and Privacy Co-ordinator
Correctional Service Canada
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P9
Telephone: (613)995-3689

Regional Contacts

Regional Headquarters — Atlantic

Correctional Service Canada
1222 Main Street
Terminal Plaza, 2nd floor
Moncton, New Brunswick
H1C 1H6

Regional Headquarters — Quebec

Correctional Service Canada
3 Place Laval, 2nd floor
Laval, Quebec
H7N 1A2

Regional Headquarters — Ontario

Correctional Service Canada
P.O. Box 1174
440 King Street West
Kingston, Ontario
K7L 4Y8

Regional Headquarters — Prairies

Correctional Service Canada
2002 Quebec Avenue
P.O. Box 9223
Saskatoon, Saskatchewan
S7K 3X5

Regional Headquarters — Pacific

Correctional Service Canada
P.O. Box 4500
32315 South Fraser Way
Abbotsford, British Columbia
V2T 4M8

In general, information on CSC-wide programs and policies is best obtained by specifying "Ottawa" on the access request form. For greater detail, please specify the regional headquarters or facility of interest. A list of facilities follows.

Atlantic Region

Dorchester Penitentiary
Shulie Lake Institution
Springhill Institution
Westmorland Institution
Carlton Centre
Parrtown Centre
Truro Parole District Office
Bathurst Parole Office
Charlottetown Parole Office
Corner Brook Parole Office
Fredericton Parole Office
Grand Falls Parole Office
Halifax Parole Office
Kentville Parole Office
Moncton Parole Office
Saint John (New Brunswick) Parole Office
St. John's (Newfoundland) Parole Office
Sydney Parole Office

Quebec Region

Correctional Staff College
Archambault Institution
Correctional Development Centre
Cowansville Institution
Federal Training Centre
La Macaza Institution
Laval Institution
Leclerc Institution
Montée Saint-François Institution
Regional Reception Centre
Sainte-Anne-des-Plaines Institution
Benoit IV Centre
Hochelaga Centre
Martineau Centre
Ogilvy Centre
Pie IX Centre
Sherbrooke Centre
Eastern Quebec Parole District Office
Montreal Metropolitan Parole District Office
Western Quebec Parole District Office
Chicoutimi Parole Office
Duverney Parole Office
Fabre Parole Office
Granby Parole Office
Hull Parole Office
Laurentides Parole Office
Montreal Acadie Parole Office
Montreal Centre-North Parole Office
Montreal Centre-South Parole Office
Montreal Langelier Parole Office
Montreal Longueuil Parole Office
Montreal West Parole Office
Quebec Parole Office
Rimouski Parole Office
Rouyn Noranda Parole Office
Sainte-Thérèse Parole Office
Trois-Rivières Parole Office

Ontario Region

Correctional Staff College
Regional Psychiatric Centre
Regional Supply Centre
Beaver Creek Correctional Camp
Collins Bay Institution
Frontenac Institution
Joyceville Institution
Kingston Penitentiary
Millhaven Institution
Pittsburg Institution
Prison for Women
Warkworth Institution
Keele Centre
Montgomery Centre
Central Ontario Parole District Office
Eastern Ontario Parole District Office
Western Ontario Parole District Office
Barrie Parole Office
Belleville Parole Office
Brampton Parole Office
Brantford Parole Office
Chatham Parole Office
Etobicoke Parole Office
Guelph Parole Office
Hamilton Parole Office
Kingston Parole Office
London Parole Office
Niagara Falls Parole Office
Oshawa Parole Office
Ottawa Parole Office
Peterborough Parole Office
Sault Sainte Marie Parole Office
Scarborough Parole Office
Sudbury Parole Office
Timmins Parole Office
Toronto York Parole Office
Windsor Parole Office

Prairies Region

Correctional Staff College
Regional Psychiatric Centre
Bowden Institution
Drumheller Institution
Edmonton Institution
Rockwood Institution
Saskatchewan Farm Institution
Saskatchewan Penitentiary
Stony Mountain Institution
Altadore Centre
Grierson Centre
Osborne Centre
Oskana Centre
Portal House
Calgary Parole District Office
Edmonton Parole District Office
Regina Parole District Office
Winnipeg Parole District Office
Brandon Parole Office
Kenora Parole Office
Lethbridge Parole Office
Prince Albert Parole Office
Red Deer Parole Office
Saskatoon Parole Office
Thompson Parole Office
Thunder Bay Parole Office
Yellowknife Parole Office

Pacific Region

Correctional Staff College
Regional Psychiatric Centre
Elbow Lake Institution
Ferndale Institution
Kent Institution
Matsqui Institution
Mission Institution
Mountain Institution
William Head Institution
Matsqui Trailers Day Parole Centre
Pandora Centre
Robson Centre
Abbotsford Parole Office
Chilliwack Parole Office
Kamloops Parole Office
Prince George Parole Office
Terrace Parole Office
Vancouver Parole Office
Vernon Parole Office
Victoria Parole Office
Whitehorse Parole Office

Policy, Planning and Administration Branch

The Branch provides personnel, finance and administrative services that are common to all government departments. Details on the classes of records held by such administrative units may be found elsewhere in this Register.

Manuals

- Commissioner's Directives
- Divisional Instructions

Operational Information Services Division

The Division develops and manages electronic data processing (EDP) systems to collect administrative, employee, or offender-related data. While most of the information is aggregate data, some classes of records do pertain to individuals.

Classes of Records

National Parole Statistical Information Service (NPSIS) Computerized File
CSC-1
Description: EDP system to record and provide statistical information on offenders while incarcerated and while out on day parole, full parole or mandatory supervision. *Topics:* Offender personal data; offences and sentences; prior criminal history; change of National Parole Board decisions; releases on parole; temporary absences; parole suspension and termination. *Retrievability:* National Headquarters, Ottawa. *Cross-references:* Personal Information Bank — CSC-P10; Access Register Class — CSC-530; Subject Records System: 421-8 — Recorded Information, Operational Services, Parole Statistics. *Storage Medium:* Tapes.

Offender Information System
CSC-2
Description: EDP system to record and provide basic data on offenders while incarcerated. The data is segregated into modules such as tombstone, terms, offences, transfers, incidents and narratives. *Topics:* Offender personal data; type of admissions; major offences; finger print system number; aliases; transfer data; unlawfully-at-large data. *Retrievability:* National Headquarters, Ottawa. *Cross-references:* Personal Information Bank — CSC-P10; Access Register Class — CSC-530, CSC-550; Subject Records System: 421-9 — Recorded Information, Operational Information Services, Offender Information Requirements. *Storage Medium:* Tapes.

List of Substitutional Finger Print System Numbers Log/Register
CSC-3
Description: EDP system to assign temporary numbers to offenders until the receipt of their finger print system (FPS) number. *Topics:* Offender name; temporary number; decision number; actual finger print system number. *Cross-references:* Personal Information Bank — CSC-P10; Access Register Class — CSC-550; Subject Records System: 421-2 — Recorded Information, Operational Information Services, Inmate Statistics. *Storage Medium:* Log/Register.

Federal-Provincial System
CSC-4
Description: EDP system to record and provide data used as input to the offender's computerized file. *Topics:* Offender name; number; finger print system number; transfer dates: transfers to and from; probable release date; date of notification. *Retrievability:* National Headquarters, Ottawa. *Cross-references:* Personal Information Bank — CSC-P10; Access Register Class — CSC-850; Subject Records System: 421-1 — Recorded Information, Operational Information Services, General.

Provincial Termination of Parole Log/Register
CSC-5
Description: EDP system to record and provide parole-related dates on offenders. *Topics:* Offender name; finger print system number; parole expiry dates; warrant expiry dates. *Retrievabilty:* National Headquarters, Ottawa. *Cross-references:* Personal Information Bank — CSC-P10; Access Register Class — CSC-530; Subject Records System — nil. *Storage Medium:* Log/Register.

Personal History File
CSC-6
Description: EDP system to record and provide personal information on offenders. *Topics:* Offender name, finger print system number, narratives. *Retrievability:* National Headquarters, Ottawa. *Cross-references:* Personal Information Bank — CSC-P10; Access Register Class — CSC-550; Subject Records System: 421-5 — Recorded Information, Operational Information Services, Inmate Records Systems. *Storage Medium:* Printouts.

Temporary Absence System
CSC-7
Description: EDP system to record and provide information relating to the temporary absences of offenders. *Topics:* Offender name; number; type of temporary absence; destination; conditions; times of arrival and departure. *Retrievability:* National Headquarters, Ottawa. *Cross-references:* Personal Information Bank — CSC-P10; Access Register Class — CSC-530; Subject Records System: 421-5-2 — Recorded Information, Operational Information Services, Temporary Absence reporting. *Storage Medium:* Paper, tapes.

Inmate Record System (IRS) Computerized
CSC-8
Description: EDP system to record and provide basic data on offenders. *Topics:* Offender personal data; types of admission; major offences; finger print system number; aliases; transfer data; unlawfully-at-large data. *Retrievability:* National Headquarters, Ottawa. *Cross-references:* Personal Information Bank — CSC-P10; Access Register Class — CSC-530, CSC-550; Subject Records System: 421-5 — Recorded Information, Operational Information Services, Records System. *Storage Medium:* Tapes (plus back-up).

Communications Branch

The responsibilities of the Branch are to promote understanding of the objectives, policies and activities of the Correctional Service of Canada through effective internal and external communication; to project an accurate and positive image of the CSC; to develop an awareness of impending events, and appropriate strategies and communications skills for all CSC activities; to promote relationships with criminal justice-related agencies and volunteers; and to gain public support for the generally recognized goals of corrections.

Classes of Records

Correspondence Management
CSC-10
Description: Information on policy and procedures in the handling of correspondence. *Topics:* Correspondence management — channels of communication, preparation of Treasury Board submissions and ministerial correspondence; signing authorities other than financial; processing of Commissioner's and Senior Deputy Commissioner's mail; inmate and anonymous correspondence; parliamentary matters — questions asked in the House of Commons, Minister's house book, ministerial inquiries, employment inquiries, liaison with Minister, Cabinet submissions, Minister's issues book and Personnel Branch input.

Information Services
CSC-20
Description: Information on the administration of public affairs and relations. *Topics:* Address, mailing and distribution lists; biographies — media relations, press clippings, press releases, photographs, radio and television broadcasts, slides and films, corpus, administrative index, list of coming events; advertising — newspapers, magazines, periodicals, radio and television; articles, bulletins, guides, newsletters and manuscripts for publication; COMREP, exhibitions and fairs — displays and models; lectures and lecturers — Solicitor General, CSC personnel, officials of other government departments and agencies, Speakers Bureau.

Books and Publications
CSC-30
Description: Information on the management of books and publications, including their printing, binding, editing, compilation, sale and distribution. *Topics:* Books and publications — printing and binding, editing, sale and distribution, requests for publications; individual — discussion, compilation, printing, distribution; Let's Talk, prison newspapers, Public Affairs Courrier; Social Developer, Monday Morning Highlights, Inside-Outside, Telecom, Intercom.

Inquiries
CSC-40
Description: Inquiries — interview officials, inmates, ex-inmates; on persons thought to be inmates; on persons awaiting transfer to an institution.

Technical Services Branch

The Branch maintains functional direction and control over material management, food services, institutional services, engineering, architecture and properties and general technical services.

Classes of Records

Technical Services
CSC-50
Description: Information on the management of technical services, including major construction projects and the provision of electronic and telecommunication services: *Topics:* Construction — codes and regulations; contracts — projects, individual contracts, design change requests; institutional performance specifications — educational facilities; programs — accelerated construction program, capital projects authorization and implementation system.

Electronics and Telecommunications
CSC-60
Description Information on the provision of electronics and telecommunications services. *Topics:* Communications — Government Telecommunications Agency (GTA), call code cards, intercom and public address, automated office communications; radio and television — control radio, inmate radio and television (departmental and personal), two-way radio; telephone — directories, emergency directories, installations and relocations, commercial and departmental telephone system, long distance, intercity direct lines, conference telephone; teletype and Telex — facsimile, telegraphs.

Electronics and Telecommunications — Security
CSC-70
Description: Information on the acquistion and installation of security electronics equipment. *Topics:* Integrated Communication and Control System — sub-systems, acceptance test procedures, standard operation procedures (SOP), main communication and control posts (MCCPs); institutional detection and alarm call system — closed-circuit television (CCTV) switching logic, fire-smoke alarm, nurse call system, intrusion detection, STELLER system; electric-field fencing Digital Automatic Video Intrusion Detection (DAVID), personal portable alarm, panic alarm, inmate cell call; technical surveillance — counter-technical intrusion inspection.

Facilities Planning
CSC-80
Description: Information on the planning of facilities. *Topics:* Public awareness program; five-year construction program; accommodation program 1980-90; chapel; community release centres; female accommodation health care centres; maximum, medium and minimum security; psychiatric centres; reception centres; special handling units; workshops; accommodations standards — building program element, executive summary; construction systems and materials — materials, plumbing, heating, ventilation, water supply, sewage and garbage disposal system and equipment, kitchen planning and equipment, cell design and furnishing; security control systems — electric locking, manual locking and communication systems, security windows, screens, grills and barriers, perimeter security system.

Engineering, Architecture and Properties Division

The Division is responsible for the maintenance and protection of lands and buildings, the supervision of minor construction projects and the provision of utilities.

Classes of Records

Engineering, Architecture and Properties
CSC-90
Description: Information on buildings and properties; accounting and inventories; real property, including acquistion and disposal; and the environmental protection program. *Topics:* Buildings and properties — signage program, heritage buildings and properties, photographs; accounting and inventories — Central Real Property Inventory, site plans; acquisition of real property — leases, expropriation, mobile trailers, proposed new sites; disposal of real property — notification of excess Crown property, report of surplus lands and buildings; environmental protection program — air pollution, water pollution, noise control, environmental assessment and review process, clean-up program.

Accommodation
CSC-100
Description: Information on all aspects of accommodation. *Topics:* Accommodation — offers of space, planning and requirements, office, staff colleges, staff housing, armouries, warehouses; recreation and training areas — baseball diamonds, handball and tennis courts, outdoor hockey arenas, shooting ranges, swimming pools; reports and statistics — cell accommodation reports, monthly project reports, departmental accommodation utilization reports, accommodation status reports.

Buildings
CSC-110
Description: Information on building administration and upkeep. *Topics:* Buildings — floor directives, bulletin boards, elevator services, use of facilities; alterations and repairs — requisition for services, Public Works Canada; damages; maintenance — hygiene and sanitation, painting program, spring and fall clean-up, preventive maintenance, roofs; maintenance standards.

Buildings — Fire Safety
CSC-120
Description: Information on all aspects of fire safety. *Topics:* Fire safety awards program and fire prevention week; fire investigation reports; fire protection agreements; fire protection engineering standards; fire tests; automatic sprinklers alarm system; fire loss analysis; Regional Fire Commissioners' inspection reports; Correctional Service Canada fire inspection reports.

Lands
CSC-130
Description: Information on the administration of lands. *Topics:* Lands — burial grounds and cemeteries, quarries, trespassing; concessions — easement, rights-of-way, cattle grazing privileges, leasebacks; development — site grading and levelling, farm land, reforestation; fencing, walls and towers; flood control; parking areas; roads, streets, sidewalks — snow removal.

Utilities
CSC-140
Description: Information on the provision of utilities. *Topics:* Utilities — refrigeration; conservation of energy — reports, solar energy, wood and waste products (biomass) electric power — electrical distribution system, emergency standby generators, floodlighting; garbage disposal — garbage dumps, incinerators; water and sewage — filtration and water treatment plant, plumbing systems, water mains, sewer and drains; water towers and reservoirs, wells.

Heating
CSC-150
Description: Information on the provision of heating utilities. *Topics:* Heating fuels — coal, diesel oil, fuel oil; natural gas; propane gas; wood; heating plants — boiler and furnace, performance monthly statements, boiler and pressure vessel inspection, boiler feed water treatment, boiler tune-up retrofit program, buried piping and tunnels, heating plant equipment; heating ventilation and air conditioning — heat distribution system , monitoring and control systems, ventilation, building environment control.

Vehicles
CSC-160
Description: Information on the management and provision of government-owned vehicles. *Topics:* Fleet management information system; credit card system; licence registration and insurance; maintenance and repairs; operating standards; recall notices; technical bulletins.

Vehicle Parking
CSC-170
Description: Information on vehicle parking. *Topics:* Regulations; application; permits.

Food Services Division

The Division provides meals for inmates and duty meals for staff.

Classes of Records

Food Services
CSC-180
Description: Information on the supply of foodstuffs and the administration of the food services program. *Topics:* Foods — canned goods, fruits and vegetables, meat, fish and poultry, dairy products (includes milk, butter, cheese and eggs); food service program — ration scale, menu sheets, messing, Christmas bags, special diets, free meals.

Material Management Division

The Division is responsible for the acquisition, storage and issue of equipment and materials for all activities in the institution.

Classes of Records

Material Management
CSC-P190
Description: Information on overall material management. *Topics:* Equipment and supplies — agreements and guarantees; accounting and inventories — boards of survey, overages and shortages, stock-taking; catalogues, manuals, price lists — office equipment and supplies, tool and equipment manual; disposal and surplus — condemnation, transfer of material to other government departments, write-offs; drawings and specifications — buildings; industrial drawings; Canadian Government Specifications Board.

Equipment
CSC-200
Description: Information on the acquisition of equipment. *Topics:* Equipment on loan; photographic equipment; farm equipment and machinery; kitchen equipment; laundry equipment; physical education and recreation; audio-visual; fire safety; electronic equipment inventory; boiler equipment; data processing equipment — computers, computer terminals; maintenance and repairs — office appliances, electronics equipment, electronics maintenance test equipment, preventive maintenance; microfilming equipment — printer-reader, film; office appliances — calculating machines, tape recorders, typewriters, photocopying equipment, word processors.

Health Care Equipment
CSC-210
Description: Information on the acquisition of health care equipment. *Topics:* Dental, optical, physiotherapy, first aid kits; hospital equipment — beds (other than cell, dormitory, and household), X-ray, operating room; pharmaceutical — drugs, inspections by Health and Welfare Canada.

Institutional Services
CSC-220
Description: Information on the procurement services required by institutions. *Topics:* Clothing — officer clothing, inmate clothing (institutional), inmate clothing (discharge), report on stock of cloth for officers' uniforms; furniture and furnishings — kitchen smallware; cell and dormitory — beds and bedding, lighting fixtures, lockers, chairs, sofas; household — beds and bedding, chesterfields, chairs, sofas; office — filing cabinets and security shells, desks, tables and chairs, drapes and venetian blinds, wall furnishings (pictures, plaques); clothing and accommodation — cell and dormitory accommodation, clothing.

Procurement
CSC-230
Description: Regulations, instructions and procedures relating to procurement. *Topics:* Procurement — purchasing and requisitioning procedures and methods, Supply and Services Canada customer manual, scale of issue, tender lists; contracts; local purchase orders; requisitions; standing offer agreements.

Supplies
CSC-240
Description: Information on the purchase of supplies. *Topics:* Badges, emblems, crests, flags; training aids; supplies; returnable containers; building materials — hardware and paint, lumber and plywood, electrical, plumbing and pipefitting; cleaning and personal hygiene supplies — institutional cleaning supplies, inmate hygiene supplies; forms; requisitions; heating and cooking fuels — coal, furnace or stove oil, gas; motor fuels — gasoline, diesel fuel, oil and lubricants, antifreeze; shop supplies — cloth textiles, leather and bindings, hardware and paints, lumber and plywood, metals, welding supplies and chemicals; stationery.

Inspector General's Branch

This Branch is responsible to the Commissioner for the accreditation of institutions and certain administrative and security inquiries, as well as the conduct of management, financial, staffing and classification audits.

Classes of Records

Inspector General
CSC-250
Description: Information on liaison with the Correctional Investigator, management of audits and management of the accreditation program. *Topics:* Correctional Investigator's inquiries; special projects; management review — regional checklists; financial audits — annual financial audit report, quarterly report on financial audits; classification audits; staffing audits — Public Service Commission of Canada audits, anomaly reports, questionnaire and analysis; correctional standards — commission on Accreditation for Corrections Inc. (U.S.), institutions, parole offices, community correctional centres, regional psychiatric centres, health care centres; administrative inquiries.

Office of the Senior Deputy Commissioner

The Office is responsible to the Commissioner for the operation of the Correctional Service of Canada. It maintains functional direction and control over the Inmate Employment, Offender Programs, Medical and Health Care Services, and Security branches.

Classes of Records

Operations
CSC-260
Description: Information on the operations of CSC in general. *Topics:* Youth Services crime prevention; relocation of federal female offenders.

Administrative Inquiries
CSC-270
Descriptions: Inquiries of a general administrative nature. *Topics:* See Inspector General's Branch (CSC-250). *Special Access Note:* For security inquiries, see Security section; for special projects, see Management Services section.

Penal and Correctional Inquiries
CSC-280
Description: Inquiries held to identify operational deficiencies in the Canadian Correctional System and to make recommendations for

changes. *Topics:* Canadian Committee on Corrections — Mr. Justice Ouimet; Commission of Inquiry into the Non-medical use of Drugs; Correctional Planning Committee; Doukhobor problems; Fauteux Committee; Joint Committee of the Senate and House of Commons 1965; Justice and Legal Committee of the Senate and House; juvenile delinquents; Provost Commission on the Administration of Justice; Royal Commission on the Toronto Jail of Custodial Services; narcotics addiction; study of sexual and dangerous offenders.

Research
CSC-290
Description: Research in medical, psychiatric, psychological and socio-behavioural problems affecting CSC inmates and reports. *Topics:* Research Advisory Council; medical; psychiatric; psychological; nursing.

Inmate Employment Branch

The Branch is responsible for the functional direction and control of inmate employment activities, providing work, training and educational opportunities to inmates and enabling them to find employment upon release, while helping to defray CSC costs through the manufacture and sale of over $7 million in goods. The functional direction covers 22 institutional schools, 28 workshops and five farms as well as forestry camps, construction and special projects. The Branch also maintains liaison with other federal departments, provincial educational and vocational agencies, non-profit organizations and private industry.

Manuals

- Commissioner's Directives
- Divisional Instructions

Classes of Records

Inmate Employment
CSC-300
Description: Information on general matters pertaining to the employment of inmates both inside the institution and outside the institution. *Topics:* Work assignments boards — grading; internal employment; external employment; ex-inmate enterprises.

Agri-business Division

The Division is responsible for the development, functional direction and evaluation of CSC agricultural activities employing inmates, e.g., the operation of five institutional farms (beef, pork, fish, poultry, vegetables, fruit and dairy products); canning, slaughtering and other food processing; distribution systems; and horticulture.

Classes of Records

Agriculture
CSC-310
Description: Information on the operation of CSC institutional farms, the management of animals, cannery operations and storage of fruits and vegetables, slaughter of cattle and the storage and distribution of meat. *Topics:* Agriculture — distribution of products, farm reports; animal husbandry — cattle, pigs, poultry, veterinary services; cannery operations; slaughterhouses.

Automated Document Processing Division

The Division is responsible for the development, functional direction and evaluation of CSC automated document processing activities employing inmates, e.g., data capture, microfilm, marketing.

Classes of Records

Automated Data Processing
CSC-320
Description: Information on automated data processing installations, customers and proposed customers, and production reports. *Topics:* Automated data processing — data capture, microfilm, postal, word processing; customers; reports — data capture, microfilm.

Education and Training Division

This Division is responsible for the development, functional direction and evaluation of CSC education and vocational training services to inmates: the operation of 22 institutional schools, the provision of academic courses from literacy training to university degrees, as well as vocational training; professional standards and accreditation; trades and work placement; and institutional libraries.

Classes of Records

Education and Training
CSC-330
Description: General information on programs designed to improve the inmates' occupational skills. *Topics:* Academic and vocational training contracts; continuing professional education for education and training staff; teachers; educational testing — academic and vocational; development plan — education and training study; standards.

Academic Training
CSC-340
Description: Information on schools, university training, extramural courses. *Topics:* Correspondence courses; special education; Haldon-reading scheme; university degree program; computer-assisted learning; native studies.

Provincial Liaison and Accreditation
CSC-350
Description: Information on liaison with provincial governments on accreditation and issue of trades certificates, work placement.

Institutional Library Service
CSC-360
Description: Information on the administration of institutional library services.

Vocational Training
CSC-370
Description: Information on commercial training, manufacturing trades, small business courses. *Topics:* Commercial courses; apprenticeship and training; pre-employment training; horticultural training; computer technology and data processing; cooking and hospitality occupations.

Industries Division

The Division is responsible for the development, functional direction and evaluation of CSC's industrial activities employing inmates: the operation of 28 industrial workshops, providing work and training opportunites for inmates while manufacturing goods for CSC institutions, individuals, government and non-profit organizations; product development; production management and quality control; finance; marketing.

Manuals

- Industries Operations Manual
- CORCAN Code Book

Classes of Records

Industries
CSC-380
Description: General information on industrial operations.

Marketing
CSC-390
Description: Information on the development of markets and products. *Topics:* Marketing; market development — cataloguing of products, development and distribution of literature, after-sales service, non-customer complaints, product promotion — showroom, product coding, promotional aids; product development — product costing, price change requests, drawings and specifications, packaging, safety, identification; Correctional Service Canada products; furnishings; maintenance equipment; modular housing; Post Office equipment; recreation and sports equipment; services; specialized equipment; storage and packaging of products; aids for the handicapped.

Sales
CSC-400
Description: Information on the sale of products. *Topics:* Marketing sales; product samples; authorized individuals; federal departments and agencies; municipal governments; non-profit organizations; provincial departments and agencies; religious organizations; schools.

Production Program
CSC-410
Description: Information on manufacturing, inventory control, quality control and quality assurance of products manufactured by CSC. *Topics:* Production control — inventory of manufactured goods, advance orders, purchase of materials, order forms, manufacturing authorities, notice of shipment; quality control — inspection plans, in-process inspections, final inspection, customer complaints; quality assurance.

Reports and Statistics
CSC-420
Description: Administrative reports and statistics on industrial operations. *Topics:* Inspection reports — quarterly; progress reports on industrial orders; progress reports on clothing and footwear; reports of industrial capacity; summary of industrial revolving fund; sales reports; program situation report; monthly activity report.

Shops
CSC-430
Description: Information on the organization and layout of industrial shops.

Inmate Resource Management Division

The Division is responsible for overall program integration, e.g., work assignment boards, incentives, pay and benefits systems, accident prevention and safety standards.

Manuals

- Inmate Pay Manual

Classes of Records

Benefits, Incentives and Pay Administration Plan
CSC-440
Description: Information on inmate pay, bonding and unemployment insurance, work incentives and the pay administration plan. *Topics:* Benefits — bonding of inmates, remuneration, unemployment insurance, Workman's Compensation; incentives; Inmate Employment and Pay Administration Plan — operations, employment and opportunities, classification and compensation, work standards, pay systems, employment and pay information system.

Special Employment Programs Division

This Division is responsible for the development, functional direction and evaluation of special inmate employment activities, e.g., forestry operations and work camps, construction and renovation projects and inmate business.

Classes of Records

Work Opportunities
CSC-450
Description: Information on the administration of work opportunities for inmates. *Topics:* Entrepreneurial activities; Canada Works Economic Growth Component; inmate labour on construction projects; projects involving private sector; bush operations — tree nursery reforestation; Employment and Immigration Canada Economic Growth component; co-ops; institutional services.

Offender Programs Branch

This Branch is responsible for the functional direction and control of Chaplaincy, Case Management, Inmate Affairs and Social and Community Programs. It also maintains liaison with the National Parole Board, police forces, private after-care and provincial probation agencies.

Manuals

- Commissioner's Directives
- Divisional Instructions

Classes of Records

Inmate Document and Record Information System (IDRIS)
CSC-460
Description: Inmate data.

Offender Administration Bank
CSC-470
Description: Inmate lists.

Housekeeping Bank
CSC-480
Description: Inmate directory.

Case Management Division

The Division co-ordinates management and administration of the inmate's entire sentence, ensures that inmates receive maximum benefit from all available rehabilitative opportunities, maintains assessments on all federal inmates, and makes recommendations to the National Parole Board for conditional release through full and day parole.

Inmates are assigned to case management teams shortly after admission. These teams review all information on inmates and then develop individual program plans. These plans consider the inmate's needs and objectives, the services and activities in which the inmate will participate, and plans for eventual transfer or conditional release. Participation and progress are monitored and the inmate is informed of his or her assessment on a regular basis.

Manuals

- Case Management Manual
- Case Supervision Procedures Manual
- National Parole Service Procedures Manual

- Case Preparation Procedure Manual

Classes of Records

Case Management
CSC-490
Description: Information on the development of a program plan for the offender. *Topics:* Pre-sentence and post-sentence report; classification of inmates — classification questionnaire, cascading of inmates, individual program planning.

Living Unit
CSC-500
Description: Information on regulations and implementation of the living unit program. *Topics:* Therapeutic community; living unit and human relations — the Owl Grid/la Grille Hibou, living unit class proposal.

Policy and Procedures
CSC-510
Description: Information on the development of general policies and procedures. *Topics:* Co-operation and liaison with the provinces — deportation; Case Management Manual.

Policy and Procedures — Community Release
CSC-520
Description: Information on the development of policies and procedures in preparation for community release. *Topics:* CCC directors' conference; inmate manual; community banking; parolee assistance loan fund; deportation parole — parole offices as releasing institutions, medical insurance for parolees and ex-inmates; programs — Case Management Manual, Chapter 17.

Release
CSC-530
Description: Information on case preparation for release and case supervision after release. *Topics:* Release of inmates; absences — temporary, festive season, escorted, unescorted; discharge; parole — community release, temporary detainees, post-release programs — temporary absence, day parole, parole, mandatory supervision, signing authority for warrrants, case supervision procedures annual; pre-release programs — intensive pre-release project, temporary absence, day parole, mandatory supervision, case preparation procedures manual.

Operations and Quality Control
CSC-540
Description: Information on quality control, quantitative and qualitative performance in district offices and application of policy and procedures in the region. *Topics:* Reclassification study; quality control and procedure review — audits, board complaints, concerns and comments, inmate inquiries and issues on case management, community inquiries and issues on case management, warrant control records, NPS procedures manual-proposed amendments, Case Management Manual, quality control checklists.

Sentence Administration
CSC-550
Description: Documentation of inmates on admission and release, computation of sentences, remission. *Topics:* Admissions — admission of foreign nationals; documentation of inmates received from provincial prisons; scar notification; interpretation of sentence; auditing of inmate file; numbering of inmates; fingerprinting and photographing of inmates; expiration of sentence; earned remission; statutory remission; discharge; death — suicides.

Chaplaincy

The Chaplaincy is responsible for the development, functional direction and evaluation of religious services to inmates.

Manuals

- Chaplain's Manual

Classes of Records

Chaplaincy
CSC-560
Description: Information on programs designed for the spiritual well-being of inmates. *Topics:* Interfaith committee on Chaplaincy; special diets; Chaplaincy — Protestant, Roman Catholic, relations with diverse faith groups, retreats, Chaplain's Manual.

Inmate Affairs Division

The Division is responsible for the development, functional direction and evaluation of inmate affairs activities to ensure fair and humane treatment, e.g., inmates' rights, complaints and grievances. In addition, it produces related booklets and investigates and resolves inmates' complaints and grievances, through up to four decision-making levels.

Manuals

- Grievance Manual

Classes of Records

Inmate Affairs
CSC-570
Description: Information on the management of inmate affairs. *Topics:* Welfare — counselling; inmate organizations; legal affairs — legal aid; ombudsman, inmate rights and responsibilities, administrative boards, United Nations general principles for persons in prisons; inmate affairs — inmate participation in management; inmate committees; grievances — individual grievances, group grievances, reports, grievance manual, inmate manual. *Retrievability:* Files are arranged by topic, institution, region and name of individual.

Social and Community Programs Division

The Division provides offenders with the opportunity for social, emotional, physical and personal development through recreation and physical fitness programs, hobbycraft programs, citizen participation programs, life skills courses, assistance programs for social and family relations and special programs to meet the needs of women, natives and other groups. Other important functions are the promotion of effective working relationships and the administration of policy on the use of private sector agencies.

Classes of Records

Social and Community Programs
CSC-580
Description: Information on special programs to meet the needs of specific groups of offenders and on the administration of financial programs. *Topics:* Finance — community banking, monetary assistance to inmates and dependents, parolee assistance loan fund, trust fund, welfare fund, travelling and living expense allowance, allowances to offenders; programs — long-term offenders, regional reception centre, diversion, contact, husband and wife offenders, senior citizen offenders, sexual offender program.

Community Relations and Special Projects
CSC-590
Description: Information on working relationships with private sector agencies such as the John Howard and Elizabeth Fry societies for

services such as parole supervision and residential services. *Topics:* Associations — aftercare services contracts; grants to aftercare agencies.

Citizen Advisory Committee
CSC-600
Description: Information on policy formulation, planning, minutes and recommendations of the Citizen Advisory Committee. *Topics:* Draft Cabinet Document 216; memberships and appointments; national conference on Citizen Advisory Committees (CACs); constitution; minutes, recommendations; progress reports; National Executive Committee of CAC; minutes.

Community Residential Centres
CSC-610
Description: Information on the operational [illegible]s of community correctional centres and community residential centres for parole supervision; includes provincial liaison. *Topics:* Guidelines for community residential centres (CRCs); directory; report on CRC usage; national standards for CRC Task Force; use of Parole Board seal; annual evaluation of CRC and agencies; community assessment and parole supervision — provincial.

Programs
CSC-620
Description: Information on parole supervision programs. *Topics:* Private homes; services to families of offenders; Square-One.

Special Projects
CSC-630
Description: Information on special projects for the development of programs. *Topics:* Brantford community team; correctional-related employment services (CER) outreach project; converse; colloques des ressources communautaires; co-ordinated computerized community residential centre (CRC) program evaluation; Citizen Action Group (Hamilton) employment project; Détenus bénévoles; Exdettra Inc.; Family Visiting Programs; HELP Program — Frontier College; life skills project — Prairies; inmate employment service; Prince Albert film; parolees — supervision cases; John Howard Society of Metropolitan Toronto.

Volunteers
CSC-640
Description: Information on the general public and inmates as volunteers. *Topics:* Awareness program; Hamilton volunteer project; insurance; policy development; recognition of volunteers as sponsors in temporary absence and pre-release; Family Visiting Project — accommodation, female offenders, international programs, review board, statistics, comments from outside organizations.

Female Offenders
CSC-650
Description: Information on special programs to meet the needs of the female offender. *Topics:* Relocation of female offenders; Provincial co-operation — administration of Prison for Women, Elizabeth Fry societies, federal female inmate relocation project-advisory group, federal-provincial committee on the female offender, national advisory committee on the female offender, national planning committee on the female offender, female accommodation, programs for female offenders.

Native Offenders
CSC-660
Description: Information on special programs to meet needs of the native offender. *Topics:* Associations; native offenders — Inuit, placement in camp locations, Burwash Native People's Project, alcohol and drug abuse by natives, Native Crime and Justice Commission.

Social and Cultural Development
CSC-670
Description: Information on programs designed to enhance the inmate's social, cultural and physical development. *Topics:* Associations; entertainment — concerts and shows put on by inmates, hobbycraft, movies and television, sports activities put on by visiting athletes, concerts put on by visiting groups; physical eduction and recreation — physical fitness testing, standards, minimum security institutions, medium and maximum security insititutions, inter-institutional sports day, exceptional people's olympiad; social development programs — transcendental meditation, resource exchange project, life skills, long-term offender project (SSEAP), Ontario volunteer programs; draft Cabinet document — social and cultural development.

Medical and Health Care Services Branch

The Branch is responsible for the function direction and control of medical and health care activities: the medical, psychiatric, dental, surgical and nursing care of inmates provided by CSC Regional Psychiatric and Health Care Centres as well as by public hospitals and private practitioners; hospital administration; liaison with medical and other professional associations in Canada and abroad; and bilateral negotiations and agreements with provincial governments on the provision of health care services.

Manuals

- Commissioner's Directives
- Divisional Instructions
- Medical and Health Care Services Policy and Procedure
- Nursing Manual

Policy, Planning and Evaluation Division

The Division is responsible for the development and evaluation of Branch policies and plans. It co-ordinates policy planning activities; operates performance measurement and other management information systems; audits research prosposals; and ensures the efficiency and confidentiality of health care information.

Major Projects and Adviser on Hospital Administration Division

The Division is responsible for the planning and implementation of major projects, including preparations for the Second World Congress on Prison Medicine, and tendering systems for health care services provided by public hospitals and private practitioners. In addition, it provides professional advice on hospital administration.

Health Care Operations Division

The Division is responsible for the development, functional direction and control of CSC nursing and paramedical activities, such as those at regional psychiatric centres and institutional health care offices; services provided by provincial hospitals and private practitioners; and for medical facilities, equipment and supplies.

Manuals

- Medical and Health Care Services Manual
- Nursing Manual

Classes of Records

Health and Hygiene
CSC-680
Description: Information on general matters pertaining to the cleanliness and physical well-being of inmates. *Topics:* Accident reports —

inmate; barbering; bathing; change room; laundry; occupational therapy.

Offender Health Care Record
CSC-690
Description: Inmate health care records.

Dental Services
CSC-700
Description: Information on inmate dental care.

Medical Services
CSC-710
Description: Information on the medical care of inmates. *Topics:* Hospital insurance; medical insurance for parolees and ex-inmates; medical statements; Medical Services Manual; Nursing Manual; nursing; Canadian Hospital Directory; immunization of inmates; drug abuse testing; transsexuals; reception; chest X-rays.

Psychiatric Services
CSC-720
Description: Information on psychiatric care of inmates. *Topics:* Certification procedures for admission; sex offender treatments.

Security Branch

The Branch is responsible for the functional direction and control of the Operational Security, Preventive Security and Inmate Population Management Divisions.

Manuals

- Security Manual

Classes of Records

Security
CSC-730
Description: General information on the security of institutions. *Topics:* Correctional officer field notebook; key control; monthly security briefing; penitentiary officer's handbook; Security Branch issues book; Security Manual; tool control; classification of CSC institutions.

Internal Inquiries
CSC-740
Description: General information on internal security inquiries. *Retrievability:* Files are arranged by name of inmate.

Operational Security Division

The Division is responsible for the development, functional direction and evaluation of operational security activities; including contingency and emergency planning; the custody, escort and discipline of inmates; censorship and contraband control; disturbances; security equipment and electronic security systems; manning standards; security aspects of fire safety; security surveys; and crisis management.

Manuals

- Security Manual

Classes of Records

Operational Security
CSC-750
Description: Information on general operational security of the institutions. *Topics:* Inmate count; patrol dogs; penitentiary officers' handbook; monthly security briefing; supervision of inmate leisure time activities; Security Manual; flying over institutions; preservation of evidence at the scene of a crime.

Contingency Emergency Plans
CSC-760
Description: Information on action to be taken in the event of any emergency causing a disruption of the institutional routine and operational activity. *Topics:* Civilian assistance; military assistance; RCMP assistance; emergency response teams; riots and major disturbances; bomb threats; procedures during labour disputes; Operations Centre, National Headquarters.

Contraband and Dangerous Substances
CSC-770
Description: Information on the entry into or discovery of unauthorized material in institutions, and the control of dangerous substances within the institution. *Topics:* Dangerous substances; drugs; searches (inmates, staff, visitors); body cavity searches; butane lighters; gerbil drug detection; reports and bulletins from other agencies; statistics; tool control; weapons.

Discipline, Punishment, Segregation
CSC-780
Description: Information on segregation, dissociation and disciplinary measures to be taken in order to maintain institutional routine. *Topics:* Bulletins and publications — foreign jurisdictions; corporal punishment; dissociation; study groups; recording and reporting system; sensory deprivation; use of force; segregation; segregation — monthly administrative review; independent chairperson, workshops and appointments; resignations; fees.

Emergency Planning
CSC-790
Description: Information on policies and plans for the continuation of the Department's operations in the event of an emergency. *Topics:* Accommodation; internment of subversives; national shelter program; nuclear survival; snow emergencies; training; Exercise Wintex; Exercise Bold Step 82; nominated officials; circulars, publications, reports.

Security Equipment
CSC-800
Description: Information on the selection and use of security equipment. *Topics:* Restraint equipment; scale of issue; regional and institutional emergency response teams; theft or loss of security equipment; contraband screening — X-ray, metal detectors, narcotics identification kits; integrated communication and control system — subsystems, acceptance test procedures, standard operation procedures; main communication and control posts; institutional detection, alarm and call systems — closed-circuit television (CCTV) switching logic, fire-smoke alarm, nurse call system, intrusion detection, STELLER system, electric field fencing, Digital Automatic Video Intrusion Detection (DAVID), personal portable alarm, panic alarm, inmate cell call; technical surveillance — counter technical intrusion inspection; weapons — registration of firearms, weapons inventory, ammunition, rifles and revolvers, riot tear-gas, shields.

Security Inquiries
CSC-810
Description: Information on inquiries relating to security. *Topics:* Assaults, injuries, deaths; contraband and drugs; escapes; major disturbances; property damage; staff and visitors; unusual occurrences; weapons, explosives.

Surveys and Reviews
CSC-820
Description: Information on inadequacies in security operations.

Hostage Taking
CSC-830
Description: Information on the management of hostage-taking situations. *Topics:* Guidelines for the behaviour of hostages; services to

families of hostages; statistics. *Retrievability.* Files are arranged by subject, institution, region, date of incident.

Inmate Population Management Division

The Division is responsible for the development, functional direction and evaluation of inmate population management activities, including accommodation control; interregional and international transfers; the provision and use of protective custody, segregation, punitive dissociation, special handling facilities and related dangerous inmate policies; the direction and control of the movement of inmates among these special facilties; and the maintenance of an inmate population management reporting system.

Manuals

- Case Management Manual

Classes of Records

Inmate Population Management
CSC-840
Description: Information on procedures for managing the inmate population. *Topics:* Escorting of inmates; transportation of inmates by air; protective custody units; special handling units; dangerous offenders — most dangerous, weekly report, murderers — sexual.

Transfers
CSC-850
Description: Information on the actual movement of inmates or groups of inmates. *Topics:* Insane inmates; transfer to community correctional centres (CCCs) and community residential centres (CRCs); transfer between regions; transfer to and from provinces; international transfer to and from Canada; international transfers of provincial inmates. *Retrievability.* Files arranged by subject, date of transfer, country, individual.

Preventive Security Division

The Division is responsible for the development, functional direction and evaluation of preventive security activities, which include the collection, protection, analysis and reporting of intelligence information; preventive measures to safeguard the public, staff and inmates; maintaining th · security of CSC property (other than institutions); and the conduct of security surveys and investigations.

Classes of Records

Preventive Security
CSC-860
Description: Information on preventive security. *Topics:* Security in the Public Service — Cabinet Document 35; building security — access control, fire and emergency evacuation, locks, locking devices and issuing of keys; protection services — Corps of Commissionaires; identification — ID cameras, inmates, parolees, staff, damage, loss and recovery, fingerprinting.

Inquiries
CSC-870
Description: Information on security inquiries. *Retrievability:* Files are arranged by inmate, case and number.

Incidents
CSC-880
Description: Information on incidents in institutions. *Topics:* Assaults; contraband; death; fires; major incidents; minor incidents; escapes and recaptures — escapes from escort, plans apprehended, Operation Earthworm, reports, statistics, studies; injuries — accidental, attempted murder, attempted suicide, self-inflicted; use of force — gas, physical, weapons.

Information and Intelligence
CSC-890
Description: Information on activities considered to have intelligence significance in the maintenance of good order within the institutions; also intelligence information of benefit to law enforcement and correctional agencies. *Topics:* Inmate witnesses from foreign jurisdictions; interrogations; organized crime; organized crime — Quebec; profiles — inmate; staff labour problems; special cases; terrorism; threats and demonstrations; bulletins, publications — bulletins and reports from law enforcement agencies, inmate newsletters, radical books and publications, security bulletins, SINTREP — daily and weekly, summaries, synopsis, evaluations.

Inmate Security
CSC-900
Description: Information on inmate security. *Retrievability:* Files are arranged by name of inmate.

Special Inmate Security
CSC-910
Description: Information on special inmate security measures. *Retrievability:* Files are arranged by name of inmate.

Personnel Security Program
CSC-920
*Description:*Information on the administration of the personnel security program involving clearances of personnel and individual security clearance case files. *Topics:* Clearance of personnel; individual security clearance case files; criminal indices check; employment of homosexuals.

Security Investigations
CSC-930
Description: Information on security investigations of inmates.

Security of Information
CSC-940
Description: Information on the administration of security regulations for the handling and storage of documents, exchange and release of information. *Topics:* Classification of correspondence and documents; release of information; breaches of security; confidentiality of medical and psychiatric reports; medical information administrative summary; EDP security; document storage.

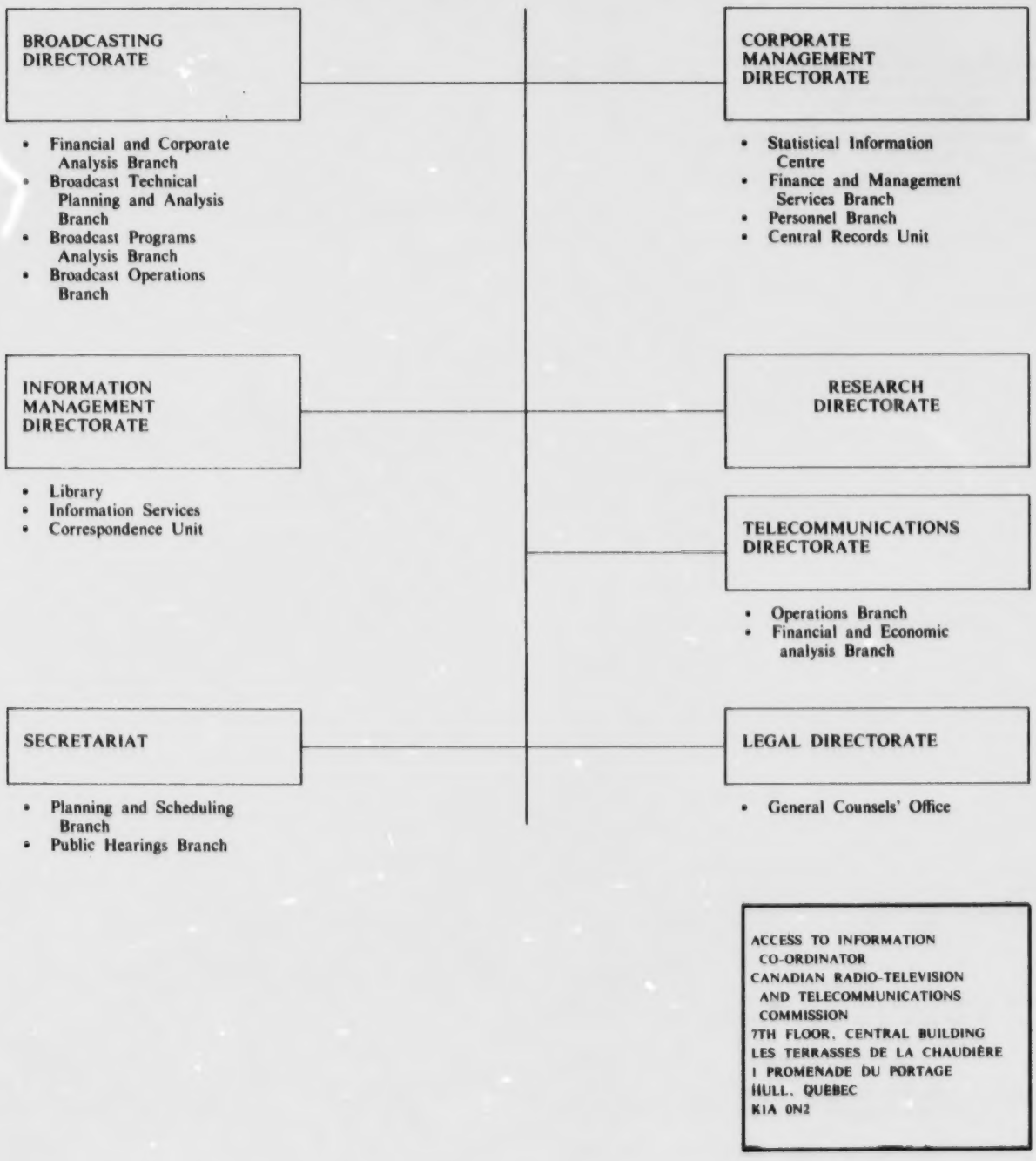
Visits and Correspondence
CSC-950
Description: Information on inmate visitors, censorship and monitoring of inmate correspondence, reading material, telephone communication. *Topics:* Censorship; conjugal visits; correspondence and gifts; telephone communication; visiting; screening of visitors.

Preventive Security
CSC-960
Description: Preventive security inmate records. *Cross-references:* Preventive Security Records, Personal Information Bank CSC-P50.

Offender Movement
CSC-970
Description: Records on dangerous offender movement. *Cross-references:* Offender movement, Personal Information Bank CSC-P60.

Institutional Security Threats
CSC-980
Description: Records on groups and individuals threatening institutional security. *Cross-references:* Institutional Security Threats Records, Personal Information Bank CSC-P70.

Canadian Radio-television and Telecommunications Commission



ACCESS TO INFORMATION
CO-ORDINATOR
CANADIAN RADIO-TELEVISION
AND TELECOMMUNICATIONS
COMMISSION
7TH FLOOR, CENTRAL BUILDING
LES TERRASSES DE LA CHAUDIÈRE
1 PROMENADE DU PORTAGE
HULL, QUEBEC
K1A 0N2

Background

The Canadian Radio-television and Telecommunications Commission (CRTC) is an independent public authority established by Parliament in 1968 as a successor to the Board of Broadcast Governors, an earlier regulatory agency. Its mandate was to regulate and supervise all aspects of the Canadian broadcasting system. These responsibilities were enlarged in 1976 by the *Canadian Radio-television and Telecommunications Commission Act*, under which the Commission assumed responsibility for regulating telecommunications carriers within federal jurisdiction.

Laws and Regulations

- Canadian Radio-television and Telecommunications Act (1976), which amended the Broadcasting Act (1968)
- AM, FM and TV Broadcasting Regulations
- Cable TV Regulations
- National Transportation Act
- Railway Act

Overall Responsibilities

The CRTC regulates both public and private broadcasters. It has the power to issue, renew, amend, suspend or revoke licences, and to set any conditions of licence it feels necessary. With respect to federally regulated telecommunications carriers, the CRTC has the power to ensure that the rates charged by the carriers are just and reasonable, and that rates and tariffs are not unjustly discriminatory. The Commission's approval is also required for traffic agreements and capital stock issues.

In order to fulfil its mandate, the CRTC collects a variety of information on applicants and existing licensees operating broadcasting undertakings (cable, radio and television) across the country. Financial and operating information is collected on a yearly basis in annual returns filed under the *Statistics Canada Act*. Programming on radio and television is monitored, and operating stations submit detailed program logs every year. In the course of the public hearing process, information concerning the applications being heard is made available for public examination as outlined in the CRTC Rules of Procedure. These public files include the text of any intervention made by anyone wishing to express views with respect to particular applications or issues raised in public hearings. In telecommunications hearings, interrogatories and other more formal practices may be carried out, as outlined in the CRTC Telecommunications Rules of Procedures.

The Commission receives complaints and inquiries from specific individuals and corporations regarding both broadcasting and telecommunications. Grants and contributions are occasionally made through the Commission's research branch.

General Information

General information can be obtained either in person, by telephone, or by writing to the following services at the CRTC headquarters, Central Building of Les Terrasses de la Chaudière, la Promenade du Portage, Hull, Quebec.

Library

2nd Floor
CRTC
Ottawa, Ontario
K1A 0N2
Telephone: (819) 997-4484

Public Examination Room

5th Floor
CRTC
Ottawa, Ontario
K1A 0N2
Telephone: (819) 997-2429

Information Services

2nd Floor
CRTC
Ottawa, Ontario
K1A 0N2
Telephone: (819) 997-0313
Visual Ear: (819) 997-0423

Statistical Information Centre

2nd Floor
CRTC
Ottawa, Ontario
K1A 0N2
Telephone: (819) 997-4624

Major Publications

The CRTC's publications are listed in its Annual Report. They are either priced, that is, available from the Canadian Government Publishing Centre, Supply and Services Canada, Hull, Quebec, K1A 0S9, or a bookseller dealing in government documents, for the price indicated next to the title; or available free of charge from the CRTC Information Services, Ottawa, K1A 0N2.

Glossary of Key Terms

Broadcasting — any radio communication in which the transmissions are intended for direct reception by the general public

Radiocommunication — any transmission, emission or reception of signs, signals, writing, images, sounds, or intelligence of any nature, by means of electromagnetic waves of frequencies lower than 3,000 Giga-cycles per second, propagated through space without artificial guide

Telecommunications — any transmission, emission or reception of signs, signals, writing, images, sounds, or intelligence of any nature, by wire, radio, visual or other electromagnetic system

Intervention — a written statement submitted by any person (intervener) who is interested in any application for the purpose of supporting, opposing or modifying it

Tariff — any publication containing rates, charges, rules, regulations, conditions, specifications or requirements related in any way to the furnishing of telecommunications services or facilities, to any person, by a regulated company

Regional Offices

The CRTC maintains four regional offices to establish the Commission's presence in the community. These offices provide a link between the Head Office and the licensees, provincial and municipal governments, local groups, and the public.

In addition to searching out areas needing new broadcasting services, and assessing existing services, the regional offices are available to provide general information and assistance to the public, applicants, interveners and licensees in the regions.

Atlantic Region

Director General
Canadian Radio-television and Telecommunications Commission
Barrington Tower, Room 428
Scotia Square
Halifax, Nova Scotia
B3J 2A8
Telephone: (902) 426-7997

Quebec Region

Director General
Canadian Radio-television and Telecommunications Commission
Complex Guy Favreau, East Tower
200 Dorchester Boulevard West
6th Floor
Montreal, Quebec
H2Z 1X4

Midwest Region

Director General
Canadian Radio-television and Telecommunications Commission
Kensington Building
275 Portage Avenue
Winnipeg, Manitoba
R3B 2B3
Telephone: (204) 949-6306

Pacific Region

Director General
Canadian Radio-television and Telecommunications Commission
701 West Georgia Street
Suite 1130
Box 10105
Vancouver, British Columbia
V7Y 1C6
Telephone: (604) 666-2111

Access Procedures

All requests made to the CRTC under the *Access to Information and Privacy Act* should be addressed to

Access to Information and Privacy Co-ordinator
Canadian Radio-television and Telecommunications Commission
Central Building, 7th Floor
Les Terrasses de la Chaudière
1 Promenade du Portage
Hull, Quebec
K1A 0N2
Telephone: (819) 994-5366

Broadcasting Directorate

Financial and Corporate Analysis Branch

The Branch is responsible for developing and applying the analytical tools needed for the financial assessment of broadcasting proposals, new undertakings or amendments, and their probable effect on the existing broadcasting systems and the public; developing and applying the ownership policy to proposals before the Commission and providing advice on the probable consequences of changes in, or deviations from, that policy; developing and continuously maintaining adequate and relevant financial and statistical information; analyzing and assessing the performance of the broadcasting industry and its operators in order to assist in the regulation of the industry; conducting market analyses to determine the commercial viability of radio and television stations; determining the feasibility of extending broadcasting coverage to specific areas; and acting as an economic consultant to other branches of the Directorate, other directorates, and the Commission for the development of policy and the analysis of actual and potential effects of various Commission policies and proposed policies on the economic viability of the sectors of the industry.

Broadcast Technical Planning and Analysis Branch

The Branch's principal responsibilities are to advise the Commission on the technical acceptability of applications being heard by the Commission; to prepare technical plans to analyze the methods whereby radio, television, and cable TV services could be economically extended to regions of Canada not now adequately served; to develop and maintain comprehensive records on the technical parameters of all stations licensed by the Commission in order to be capable of providing rapid response to inquiries on service availability; to act as the Commission's technical delegate on all interdepartmental and international groups, committees and conferences where the CRTC's interests must be represented; to work with industry and other government departments and agencies to modify the design of broadcast receiving and transmitting equipment, in order to promote improvement in the quality of signals received by the public and to encourage the development of new and innovative services; and to act as a liaison group with the Department of Communications on all technical matters concerning broadcasting, including specific applications, spectrum and frequency allocation matters, and the preparation of technical rules and regulations.

Broadcast Programs Analysis Branch

The Branch is responsible for exploring issues raised by programming policy and practice, for carrying out surveys among audiences, broadcasters and programmers, and for carrying out research that helps develop policies and regulations that affect programming on television, radio and cable community channels.

Broadcast Operations Branch

This Branch oversees the processing of broadcasting and cable applications and is responsible for the co-ordination of the overall licensing function of the Commission. It also performs monitoring and assessment tasks associated with advertising broadcast in Canada, ensures compliance with and enforcement of general programming regulations (such as Canadian content regulations) and individual performance promises made by television and radio stations.

Corporate Management Directorate

Statistical Information Centre

The Centre is responsible for the collection and dissemination of statistical and descriptive information of general interest to the Commission. It maintains an information inventory of both internal and external sources, and serves as a liaison with external bodies to encourage the exchange of useful information in the domains of broadcasting and telecommunications, and communications in general.

Finance and Management Services Branch

This Branch provides financial, program planning, management, and administrative services to ensure the most effective operation of the Commission and the most cost-effective and efficient development and use of new services and facilities.

Personnel Branch

The Branch advises the Chairman and branch directors on all aspects of personnel administration.

Central Records Unit

The Unit co-ordinates record management procedures within the Commission and is responsible for recording, protecting and filing records with the Records Management Office.

Information Management Directorate

In addition to the Statistical Information Centre, Information Management co-ordinates the activities of the CRTC Library and Information Services (which serve the general public) as well as those of the Correspondence Unit, which directs, controls and monitors the flow of correspondence between the Commission, the public and external agencies.

Research Directorate

The overall objective of the CRTC Research Operations is to study the general field of broadcasting and telecommunications in order to assist the Commission in understanding the social and cultural implications of its general development, as well as to identify specific issues and propose alternative solutions to the problems of this field. The projects chosen relate to issues which are major problems not dealt with ordinarily by operational directorates, but which are amenable to solution.

Telecommunications Directorate

Operations Branch

The Branch is responsible for the analysis, review, preparation and implementation of tariffs of the federally regulated carriers, the analysis of rates dealing with new applications, the review of construction programs and the quality of service of the carriers in support of the Commission's regulatory responsibilities, and the investigation of complaints or inquiries from users of telecommunication services.

Financial and Economic Analysis Branch

The Branch is responsible for developing financial and economic analyses of major applications and tariff filings, ensuring that the accounting methods and costing procedures employed by the federally regulated carriers are consistent with the requirements of the Commission, co-ordinating analysis of statistical information on federally regulated carriers, and anticipating emerging policy issues that may dominate or influence the regulatory process in the next five years.

Secretariat

Planning and Scheduling Branch

This Branch is responsible for recording the applications the Commission receives, maintaining up-to-date information on the progress of each one, co-ordinating the scheduling involved in planning the Commission's overall operational processes, and maintaining machine-readable reports on licences.

Public Hearings Branch

This Branch is responsible for the administration and co-ordination of the CRTC's public hearing and statutory functions in broadcasting and telecommunications. In addition to its responsibilities for administering the public hearing process and procedures, the development and co-ordination of notices, agendas and the promulgation of policies and regulations, the Branch is also responsible for co-ordinating the analysis of interventions.

Legal Directorate

General Counsel's Office

The CRTC's General Counsel and staff provide legal services to the Commission concerning the interpretation and implementation of the *CRTC Act*, and *Broadcasting Act*, the various acts on telecommunications, statutory instruments made pursuant to these acts, and the related federal and provincial legislation. Counsels advise the Commission of the legal implications of policy matters, conduct questioning, and advise on procedural matters at public hearings. They also make recommendations and carry out legal proceedings instituted by or against the Commission.

Classes of Records

Canadian Program Recognition
CRTC-10
Description: Information on the recognition by CRTC of programs considered to be Canadian in content. *Topics:* Canadian content analysis; Canadian talent reports from media; programming production; program categories. *Retrievability:* Files arranged by call sign (broadcasting) and location (cable).

Political (Economic) Broadcasts
CRTC-20
Description: Information on political broadcasting. *Topics:* Reports on political broadcasting; election summary reports; correspondence on the coverage of political issues on radio and television. *Retrievability:* Files arranged by date of broadcast.

Processing of Applications
CRTC-30
Description: Information on broadcasting and cable applications. *Topics:* Public hearing decisions, notices; programming evaluations; program schedules; media visit reports. *Retrievability:* Files arranged by call sign (broadcasting) and location (cable).

Correspondence on Programming
CRTC-40
Description: Correspondence on programming between broadcasters, cable operators, the public and the Commission. *Topics:* Complaints, program schedules; applications, equipment surveys; community programming on cable; correspondence on programming in general. *Retrievability:* Files arranged by call sign (broadcasting) and location (cable).

Advertising Content
CRTC-50
Description: Information on the content of advertising on radio and television. *Topics:* Complaints; program logs; Canadian content questionnaires; compliance with policies and regulation; pre-clearance of scripts; production houses; particular types of advertising — political, religious, advocacy, feminine hygiene. *Retrievability:* Files arranged by subject or licensee organization. *Storage Medium:* Paper and computer tapes for programming logs.

Policy Evaluation and Regulation Development
CRTC-60
Description: Information on the development and evaluation of CRTC policies and regulations in the areas of broadcasting and cable television. *Topics:* Television regulations; radio regulations; FM policy; cable regulations; Canadian content; Canadian programming production; pay television; religious broadcasting; sports broadcasting;

balance in programming; copyright; other policy issues of concern in the Commission.

Financial and Operating Statistics and Licensees
CRTC-70
Description: Financial information and other operating statistics submitted on an annual basis by licensees in forms known as Annual Returns, collected under the *Statistics Act*. *Topics:* Ownership; management officers; income statements — revenues, expenses and profits; balance sheets; assets; depreciation; debt and equity securities; monthly cable rates and installation charges; subscriber counts and operating statistics on cable television. *Retrievability:* Files arranged by call sign and media type.

Ownership of Broadcasting Undertakings
CRTC-80
Description: Information on the ownership history of radio, televison and cable television undertakings. *Retrievability:* Files arranged by licensee.

Technical Briefs
CRTC-90
Description: Technical information supplied to the Commission in the form of engineering briefs concerning the establishment of new, or modification to existing, radio and television stations. *Topics:* Applicant, station identification; location of transmitter; population and households covered by signal; channel frequency and power; signal interference; other relevant engineering data. *Retrievability:* Files arranged by medium and location.

Economics and Marketing
CRTC-100
Description: Marketing analyses of communities to assess the economic viability of new broadcasting undertakings in these communities. *Topics:* Demographics, audience statistics; financial and technical statistics on licensed stations in area; marketing analysis. *Retrievability:* Files arranged by location of community.

Inquiries and Complaints
CRTC-110
Description: Inquiries and complaints dealing with services provided by federally regulated telecommunications carriers. *Topics:* Quality of telephone service; construction programs. *Retrievability:* Files arranged by telecommunications carrier or complainant.

Applications
CRTC-120
Description: Information on telecommunications proceedings from the application to the final decision. *Topics:* Applications; interventions; interrogatories; public hearing transcripts; exhibits; public notices; decisions. *Retrievability:* Files arranged by applicant and date and location of public hearing.

Correspondence on Telecommunications Regulations
CRTC-130
Description: Correspondence and agreements between the regulatory agencies and independent telephone companies and other telecommunications carriers. *Topics:* Tariff agreements; general regulations; related correspondence. *Retrievability:* Files arranged by carrier or company.

Tariff Applications
CRTC-140
Description: Information on tariff applications by federally regulated telecommunications common carriers. *Topics:* Tariff applications; rates; new tariff items and revisions. *Retrievability:* Files arranged by carrier.

Research Grants and Contributions
CRTC-150
Description: Information on applications for research grants and contributions. *Topics:* Name and address of applicant; outline of objectives of project; operational plan for carrying out the project; breakdown of total resources required; other sources of funding; period over which project extends; ultimate benefits to be derived from the project; referee report prepared by a research branch member.

Research Documentation
CRTC-160
Description: Documentation on broadcasting and telecommunications. *Topics:* Acts of Parliament; advertising; air of death; annual reports; audience analysis; bibliography; British Broadcasting Corporation (BBC); broadcasting; Bureau of Broadcast Measurement (BBM); cable; Canadian Broadcasting Corporation (CBC); Canadian content; Canadian culture; CRTC; children; cinema; communications; community stations; consumerism; content analysis, content hearings; educational television; U.S. Federal Communications Commission (FCC); fiction; Frye, Northrop; Grierson, J.; history of broadcasting; Innis, H.A.; leisure; "Market Facts"; miscellaneous monitoring; multiculturalism; music and record industry; National Film Board (NFB); Ontario Educational Communications Authority (OECA); Ontario Institute for Studies in Education (OISE); pay TV; policy; population; press; printing; production industry; program types; radio; reference; satellites; senior citizens; sociology; speeches; Spry, G.; systems; technology; telecommunications; television; Television Assessment Program (TAP); video production; violence and women. *Retrievability:* Files arranged by author's name and subject matter. *Storage Medium:* Video tapes.

Interventions
CRTC-170
Description: Information on interventions received by the CRTC to support, oppose or modify an application. *Topics:* Name, address and telephone number of intervener (or his agent); text of intervention; and related correspondence. *Retrievability:* Files arranged by applicant name or by data and location of public hearing.

Broadcasting Decisions
CRTC-180
Description: Complete computerized index of all applications to the CRTC; also broadcasting and cable decisions. *Retrievability:* Files arranged by decision number, licensee name, public hearing location.

Commission Proceedings:
CRTC-200
Description: Information on Commission proceedings dealing with broadcasting and telecommunication matters. *Topics:* Public notices; public announcements; decisions; circular letters; telecommunications orders; and public hearing transcripts. *Retrievability:* Files arranged by applicant, date, and location of public hearing. *Storage Medium:* Public hearing transcripts available on microfilm.

Statistical Information
CRTC-210
Description: Information on all aspects of broadcasting and telecommunications in Canada. *Topics:* AM and FM radio; television and cable television; advertising; licensing; programming; pay television; telephone services; telecommunications carriers; communications satellites; demographics.

Inquiries
CRTC-220
Description: Request from individuals or representatives of a company for information about broadcasting undertakings. *Topics:* Requests for information; requests for application form; relevant correspondence. *Retrievability:* Files arranged by province.

Legal Correspondence on Broadcasting
CRTC-240
Description: Information on legal issues involving correspondence between a licensee and the CRTC, as well as advice given to the licensing branch on legal matters. *Topics:* Complaints; share transfers; regulation; commercial deletion and substitution; non-compliance. *Retrievability:* Files arranged by medium and licensee name.

Legal Advice on Broadcasting Issues
CRTC-250
Description: Information on internal legal advice on major issues of concern to the Commission in the area of broadcasting. *Topics:* Educational broadcasting; political broadcasts; multilingual and religious broadcasting; communications satellites; pay television; balance in programming; unauthorized broadcasting; obscenity.

Advertising Practices
CRTC-260
Description: Information on media advertising practices that contravene CRTC policy and regulations. *Topics:* Children's advertising; food and drugs; balanced programming; feminine hygiene; commercial production; beer, wine and cider advertising.

Prosecution Cases
CRTC-270
Description: Case documentation, court documents and correspondence during litigation. *Topics:* Canadian content violations; unlicensed systems; excessive commercialism; offensive programming; and other violations of regulations. *Retrievability:* Files arranged by licensee.

Telecommunications Issues
CRTC-280
Description: Information on legal issues involving federally regulated telecommunications carriers. *Topics:* Rates; tariffs; packet switching services; interconnection; equity issues; toll sharing; agreements. *Retrievability:* Files arranged by telecommunications common carrier.

Regulations and Policies
CRTC-290
Description: Information on policy issues, regulations and rules of procedure. *Topics:* Ownership policy; amendments to regulations; interpretation of regulations.

Intergovernmental Affairs
CRTC-300
Description: Correspondence between CRTC and other federal and provincial government departments. *Topics:* Cable matters; telecommunications information; common carriers; official languages. *Retrievability:* Files arranged by government department.

Broadcasting and Cable Industry Statistics
CRTC-310
Description: Financial and operational statistics on the broadcasting and cable industries. *Topics:* Financial and operational data — radio, television and cable undertakings. *Retrievability:* Files arranged by licensee, location and year. *Storage Medium:* Computer.

Broadcasting Technical Data Base
CRTC-320
Description: Technical information on operating television and radio stations. *Topics:* Coverage areas; frequency; power; other technical parameters. *Retrievability:* Files arranged by location and licensee. *Storage Medium:* Computer.

Television Program Logs
CRTC-330
Description: Information on television program logs. *Topics:* Origin of program; category of program; other data obtained from station logs. *Retrievability:* Files arranged by station and year. *Storage Medium:* Computer.

Licensing, Planning and Control Data Base
CRTC-340
Description: Information on the processing of applications, scheduling of public hearings and licensed radio, television and cable undertakings. *Topics:* Licensees, applications, decisions, public hearings. *Retrievability:* Files arranged by public hearing date, location, applicant, type of application and date in the case of processing of applications; licensee information retrievable by location, name, decision number, expiry date, public hearing, language, program source, network affiliation; public hearing information filed by date and location. *Storage Medium:* Computer.

Telecommunications Data Base
CRTC-350
Description: Financial and operating statistics on federally regulated telecommunications carriers. *Topics:* Financial summaries; operating statistics; construction programs; other relevant information filed with the Commission by common carriers. *Retrievability:* Files arranged by carrier and year. *Storage Medium:* Computer.

Background

The Canadian Security and Intelligence Service became a government institution on July 16, 1984, with the proclamation of relevant portions of the *Canadian Security Intelligence Service Act*. Formerly, some of its functions were carried out by the Royal Canadian Mounted Police (Security Service). In accordance with the *Canadian Security Intelligence Service Act*, the Director, under the direction of the Minister, has the control and management of the Service and all matters connected therewith.

Overall Responsibilities

The Canadian Security Intelligence Service operates pursuant to the *Canadian Security Intelligence Service Act*. It collects, analyzes and retains information and intelligence respecting activities that may on reasonable grounds be suspected of constituting threats to the security of Canada, and reports to and advises the government of Canada in relation to these matters. It also plays a role in providing security assessments to Departments of the government of Canada (as described in Cabinet Directive 35 dated December 18, 1963), and may provide security assessments to the government of a province or any department thereof, any police force in a province, and to the government of a foreign state or institution thereof or an international organization of states or institutions thereof. As well, the CSIS may advise any Minister of the Crown on matters relating to the security of Canada, or provide any Minister of the Crown with information relating to security matters or criminal activities that is relevant to the exercise of any power or the performance of any duty or function by that Minister under the *Citizenship Act* or the *Immigration Act, 1976*. It may also conduct such investigations as are necessary in order to provide security assessments or advice to Ministers. Further, the CSIS may, in relation to the defence of Canada or the conduct of international affairs, assist the Minister of National Defence or the Secretary of State for External Affairs, within Canada, in the collection of information or intelligence relating to the capabilities, intentions or activities of any foreign state or group of foreign states or any person other than a Canadian citizen or permanent resident, or corporation.

Organization

The Canadian Security Intelligence Service maintains its headquarters in the National Capital Region. When finalized, the classes of records for CSIS will be published in the next Bulletin. In the interim and to facilitate the exercise of their rights of access, applicants should note that information previously held by the RCMP Security Service has been substantially transferred to the control of CSIS.

Access Procedures

Enquiries and requests for access should be addressed to:

The Director,
Canadian Security Intelligence Service,
P.O. Box 9732,
Station Terminal,
1200 Alta Vista Drive,
Ottawa, Ontario.
K1G 4G4
Attention: Departmental Access Co-ordinator
Telephone: (613) 993-1159

General Information

Individuals wishing to make general enquiries on CSIS, when actual records are not required, are requested to contact:

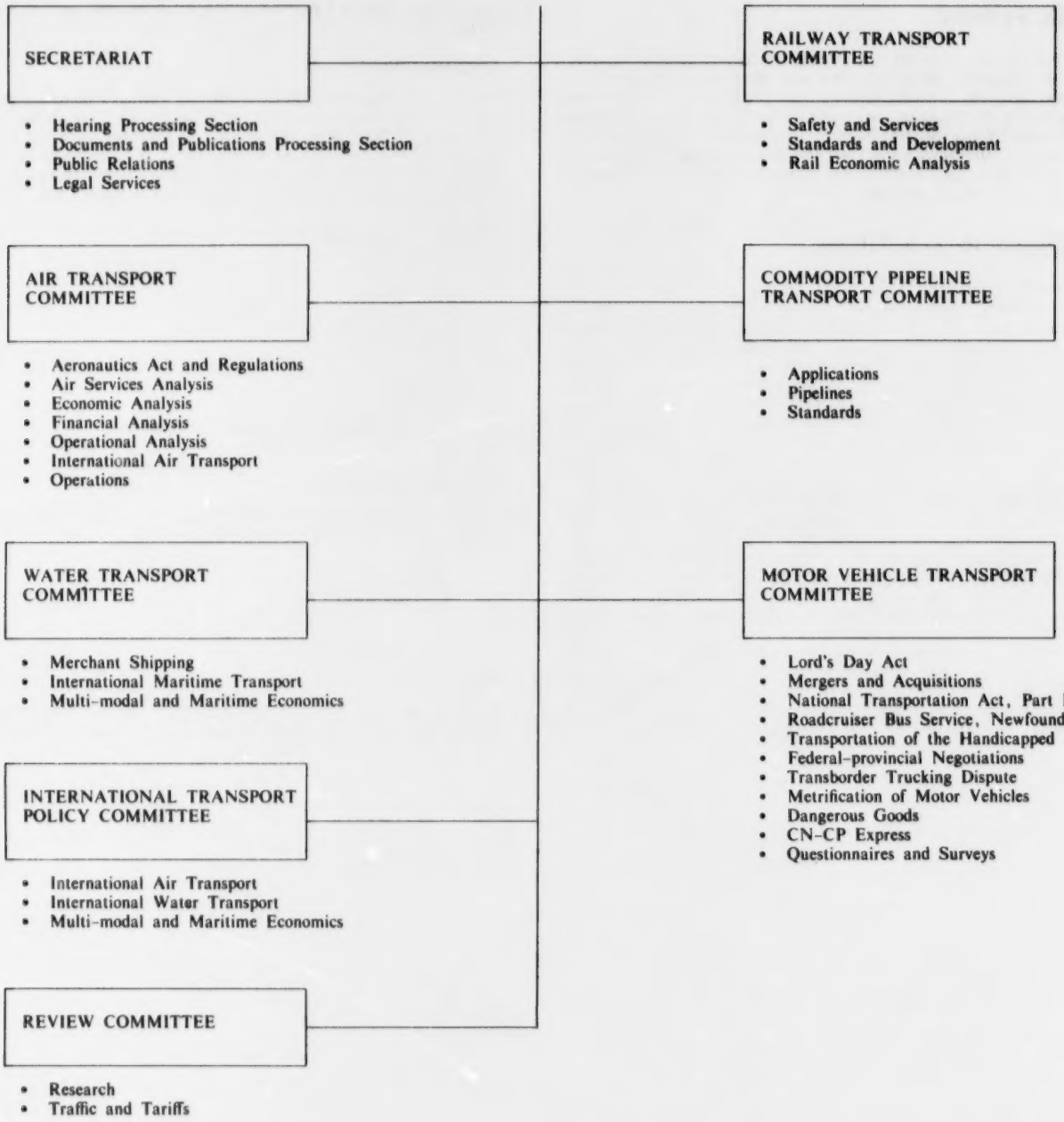
CSIS
Liaison Offices
(613) 993-9620

Manuals

- Administration Manual
- Operational Manual

Because CSIS was created on July 16, 1984, most functions of the Service will be guided by RCMP manuals until new ones are created.

Canadian Transport Commission



ACCESS TO INFORMATION
CO-ORDINATOR
CANADIAN TRANSPORT COMMISSION
OTTAWA, ONTARIO
K1A 0N9

Background

The Canadian Transport Commission (CTC) regulates transportation in Canada that is under federal jurisdiction. Established by the *National Transportation Act* on September 19, 1967, it succeeded and absorbed the Board of Transport Commissioners for Canada, the Air Transport Board, and the Canadian Maritime Commission. In accordance with an earlier Cabinet decision, the Western Division was established in May 1979 in Saskatoon, Saskatchewan, to enable the Canadian Transport Commission to have a more visible presence in Western Canada and to provide more direct access to and develop easier, more effective communication with the western community.

Laws and Regulations

The acts and regulations listed below are used by Commission employees in the course of their work.

- National Transportation Act
- Railway Act
- Aeronautics Act
- Transport Act
- Canadian National Railway Act
- Government Railway Act
- Maritime Freight Rates Act
- National Energy Board Act
- St. Lawrence Seaway Authority Act
- Ferries Act
- Shipping Conferences Exemption Act, 1979
- Pilotage Act
- Lord's Day Act
- Atlantic Region Freight Assistance Act
- Railway Relocation and Crossing Act
- Dominion Water Power Act
- Energy Supply Emergency Act
- Navigable Waters Protection Act
- Carriage of Goods by Water Act
- Motor Vehicle Transport Act
- Canada Shipping Act
- Transportation of Dangerous Goods Act
- Safe Containers Convention Act
- Federal Court Act
- Canada Evidence Act
- Interpretation Act
- CTC General Rules
- Air Carrier Regulations
- Pilotage Authority — Tariff Regulations
- Atlantic Region Selective Assistance Regulations
- Atlantic Region Special Transportation Assistance Regulations
- Atlantic Region Special Selective and Provisional Assistance Regulations and Amendments
- Coasting Trade Exemption Regulations
- Railway Regulations
- Federal Court General Rules
- Supreme Court Rules

Overall Responsibilities

The Canadian Transport Commission's objective is to promote the co-ordination and harmonious interaction of all operations by carriers engaged in transport under federal jurisdiction, through effective economic regulation, research and participation in policy development. With respect to rail transport, the Commission's objective is to foster the development of safety regulations consistent with the public interest.

The CTC performs all the functions vested in it by the *National Transportation Act*, the *Railway Act*, the *Aeronautics Act*, the *Transport Act*, and other statutes. It is a Court of Record, and its decisions, though binding, are subject to appeal to the Federal Court of Canada on questions of law or jurisdiction and, in other cases, to its own Review Committee, the Minister of Transport or the Governor-in-Council.

Organization

The Commission consists of a maximum of 17 commissioners, including a president, one vice-president responsible for law and the work of the committees, and one vice-president responsible for study and research programs. All are appointed by the Governor-in-Council.

The powers and duties of the Commission are assigned on the basis of committees and branches. There are seven committees, five of which regulate each of the different transport modes — air, rail, water, motor vehicle and commodity pipeline. The sixth committee deals with review and appeals, while the seventh is concerned with international transport policy matters. The branches specialize in traffic and tariffs, research and departmental administration.

General Information

Information on the different publications produced by the Canadian Transport Commission, major decisions issued and details on general Commission operations can be obtained by contacting

Canadian Transport Commission
Information Services
19th floor
15 Eddy Street
Hull, Quebec
K1A 0N9
Telephone: (819) 997-0344

Major Publications

- Annual Report
- Orders and Decisions
- Research Reports on Major Studies
- Canadian Transport Cases
- Air Carrier Regulations

Access Procedures

Formal requests under the *Access to Information Act* should be forwarded to

Access to Information Co-ordinator
Canadian Transport Commission
Ottawa, Ontario
K1A 0N9
Telephone: (819) 994-2564

Secretariat

The Secretariat is responsible for duties as defined in Section 11 of the *National Transportation Act* and include among other things, keeping a record of all Commission proceedings and making sure that the regulations and orders of the Commission are duly drawn up, signed, sealed and filed.

It also ensures that pleadings before the Review Committee are properly serviced by preparing background material, communicating

Committee decisions to concerned parties and taking minutes of meetings.

Classes of Records

Secretariat
CTC-10
Description: Amendments to regulations approved by the Commission; also ministerial correspondence, judgments of the Minister on appeal of CTC's decisions and orders as defined in the *National Transportation Act*, and Orders-in-Council affecting Commission activities.

Hearing Processing Section

This section ensures that all necessary arrangements for conducting the Commission's public hearings and inquiries throughout Canada are made, confirmed and communicated to the appropriate officers of the Commission.

Classes of Records

Hearings
CTC-20
Description: Transcripts of evidence — the verbatim written record of the Commission's public hearings and inquiries; exhibits — documents filed with the Commission during the public hearings and inquiries in support or rebuttal of oral evidence given by the witnesses; operating files — files used by the section on an ongoing basis regarding the arrangements of public hearings.

Documents and Publications Processing Section

This section co-ordinates the printing and distribution of all Commission orders, decisions and special reports as requested.

Classes of Records

Documents and Publications
CTC-30
Description: Information on enquiries and requests for copies of Commission orders and decisions.

Public Relations Section

This Section provides information on the different publications produced by the Canadian Transport Commission, including major decisions issued and details on general Commission operations.

Library

The Library supports the information and research requirements of the Commission's staff, although its collection is available to the public for consultation by appointment. It also maintains a collection of monographs, serials, periodicals and microforms in the fields of law, economic regulation and transportation economics and statistics.

Legal Services Branch

This Branch provides legal advice and assistance to the Commission and its various Committees.

Classes of Records

Legal Information
CTC-40
Description: Orders and decisions issued by the Commission and its Committees; memoranda — opinions, advice or recommendations on points of law; formal proceedings — applications, interventions, answers and replies to formal proceedings before the Commission and its Committees; and appeals — pleadings and related documents, Federal Court of Canada and Supreme Court of Canada.

Western Division

The mandate of this Division is to perform in the West all functions of the Commission that are delegated by the modal committees. Its area of jurisdiction comprises the western part of Canada, including her inland waters and territorial seas, extending from Thunder Bay to the Pacific Coast for rail transportation, and from the Ontario-Manitoba border to the Pacific Coast for transportation by other modes.

The Division creates an important link with all segments of the transportation industry, commercial business establishments, and transportation users in general. Its responsibilities include rail operations and engineering programs. It has bulk commodity co-ordinators in Thunder Bay and Vancouver; advisers are available to regulate air transport and traffic, and tariff matters; and the administrative functions are handled by a secretariat and legal adviser.

Railway Transport Committee

The Railway Transport Committee (RTC) regulates rail transportation under the jurisdiction of the federal government pursuant to the *National Transportation Act*, the *Railway Act*, the *Railway Relocation and Crossing Act* and the *Western Grain Transportation Act*. The regulatory activities of the RTC cover both technical and economic aspects of railway operations.

In the technical area, its major regulatory activity concerns rail safety under five broad categories: accident investigation; equipment and infrastructure quality control monitoring; regulation and compliance in the movement of dangerous commodities by rail; rail-highway crossings; and the development of standards. Its second major activity in the technical area is to ensure an adequate quality of service through the monitoring of passenger services, branch line abandonment applications, approval of new track construction, examination of applications for the consolidation of local stations and dealing with complaints put forward by freight shippers, railway passengers and railway labour organizations.

In the area of economic regulation, the RTC is responsible for auditing the accounts of Canadian railways under federal jurisdiction; for the analysis and development of railway costing methodologies; for the determination of subsidy payments under the *Railway Act;* and for auditing charges made by the railways to VIA Rail. The Committee is also responsible for economic regulation of rail tariffs, but this is administered by the Commission's Traffic and Tariffs Branch.

Committee staff at headquarters is organized into three branches. Technical regulation is carried out by the Operations and Maintenance Branch and the Engineering Branch. The Rail Economic Analysis Branch is responsible for the accounting, costing and subsidy activities. The Committee has six regional Offices in Moncton, Montreal, Toronto, Winnipeg, Calgary and Vancouver.

Classes of Records

Secretariat
CTC-50
Description: Information on Committee secretariat services. *Topics:* Orders-in-Council to appoint inspecting engineers; Agent's Book — list of railway company agents located in Ottawa; minutes of Committee meetings; RTC orders and decisions.

Operations and Maintenance Branch

This branch is responsible for three areas of technical regulation: accident investigation, equipment and infrastructure quality control monitoring, and quality of services evaluation and monitoring.

Manuals

- Program Procedures Manual -- guidelines and procedures for use of branch officials

Classes of Records

Accident Investigation and Rail Operations
CTC-60
Description: Correspondence and reports on accidents involving railways under the jurisdiction of the CTC; also the handling and operation of trains. *Topics:* Accident reports; train operation monitoring reports; policy and special issue complaints.

Quality of Service
CTC-70
Description: Correspondence, reports and information on the adequacy and quality of passenger train services and related facilities provided to the general public. *Topics:* Passenger train services and related facilities; rationalization of services — abandonment of lines, removal of agents and stations; complaints; policy and special issues.

Equipment and Infrastructure Quality Control
CTC-80
Description: Correspondence, reports and information on branch activities in the assessment of railway rolling stock and the inspection and evaluation of the railway infrastructure. *Topics:* Railway rolling stock; track and right of way; bridges; policy and special issues; complaints.

Engineering Branch

This Branch is responsible for three areas of technical regulation: dangerous commodities, railway-highway crossings, and standards and regulations.

Manuals

- Operating, Specification and Procedures Manuals — guidelines to municipalities and railways to assist in preparation of applications

Classes of Records

Dangerous Commodities
CTC-90
Description: Information on various aspects of transportation of regulated commodities involving federal, provincial and foreign governments and private industry. *Topics:* Accidents; chemicals; committee decisions; containers and packaging; explosives handling; policy; regulations.

Railway-Highway Crossings, Railway Signalling and Train Control
CTC-100
Description: Information on railway-highway crossings, railway signalling and train control; includes guidelines and directives to the Canadian Transport Commission regional offices, to municipalities and to railways to assist in the preparation of applications for construction. *Topics:* Railway-highway crossings — applications for construction and modifications related to safety projects at railway-highway crossings, applications for grants, regional diagnostic reports on applications, recommendations, directives and guidelines, processing of grants, construction and modification plans; construction orders; railway signalling and train control — applications for the installation and modifications of train signal and control systems, investigation reports and recommendations, approval reports, construction and operating orders, directives.

Standards and Regulations
CTC-110
Description: Information on the development of new and revised regulations aimed primarily at railway safety, which cover the operation, inspection and maintenance of rolling stock, heating and power boilers, railway pipe and wire crossings and crossings at grade, grade separations, warning devices at railway-highway crossings, block signals, railway traffic control signal systems, pipeline crossings, bridges over navigable waters, preparation of accounts for crossing qualification standards, occupational safety and health for train employees, radio communication and environmental protection. *Topics:* Ad Hoc Committee reports; Advisory Committee reports; CTC inquiries and public hearings; federal, provincial and municipal agencies; labour organizations; railway companies; Railway Safety Committee; regulations; standards; Technical Committee reporting to the Railway Safety Committee.

Rail Economic Analysis Branch

This Branch is responsible for railway accounting, costing, and the economics of specific services, including subsidy administration.

Manuals

- Rail Economic Analysis Procedures Manual
- CN Costing System, Volumes 1 and 2
- CN and CP Costing Manuals
- CN and CP Commodity Costing Manuals
- Internal Procedures Manuals
- Costing Order R-6313 and Amendments
- Advance Payment Regulations
- Orders-in-Council
- CTC Orders and Decisions on Railway Services Analysis Issues

Classes of Records

Cost of Capital
CTC-120
Description: Confidential financial submissions of regulated railways that apply for cost of capital rates in accordance with the relevant sections of the *Railway Act* and the Railway Costing Regulations; also amendments to these regulations.

Financial Analysis
CTC-130
Description: Monthly and annual financial reports to the Railway Transport Committee (RTC) from regulated railways in accordance with the prescribed format of the Uniform Classification of Accounts.

Uniformity in Accounting by Federally Regulated Railways
CTC-140
Description: Information on a prescribed classification of railway accounts (Uniform Classification of Accounts) designed as the standard in providing a data base for regulatory and other purposes. *Topics:* Provision, under the *Railway Act*, of an accounting manual; investigations into level of adherence and degree of uniformity; research and revision to accommodate changes in accounting standards, technology and utility.

Audits of Regulated Railways
CTC-150
Description: Information on verification of the accuracy, uniformity and integrity of information provided to the Railway Transport Committee (RTC) by regulated railways to ensure and secure compliance with the *Railway Act*, the *National Transportation Act* and regulations for which the RTC is responsible. *Topics:* Railway accounting system permanent files; Accounting Systems Analysis Audit

Manual; regular and special examination files; audit reports. *Retrievability:* Files arranged by railway.

Annual Report of Railways
CTC-160
Description: Statistical and financial information on a particular railway, its assets, liabilities, capitalization, revenues, working expenditures and traffic. *Topics:* General corporate information; financial information on rail operations; supplementary financial information; unit information on property; statistical information on rail operations; supplementary statistical information.

Specific Costs
CTC-170
Description: Information on the determination of railway specific costs, including railway and CTC costing information, documentation and associated working papers. *Topics:* Class I railway specific costs; Class II railway specific costs; CN-VIA and CP-VIA specific costs; specific costs, by railway and function; specific cost procedure manuals; actual specific cost determinations — working papers by railway and function; audit records of railway billings to VIA Rail Canada Inc.

Unit Costs
CTC-180
Description: Information on the determination of railway unit costs; also railway and CTC information and documentation pertaining to CTC responsibilities and duties under various sections of the *Railway Act*. *Topics:* Class I railway unit costs, by railway; Class II railway unit costs, by railway; verification procedure manuals, by railway; costing manuals, by railway; railway and CTC unit cost working papers, by railway and function; railway price level indices.

Special Costing Studies
CTC-190
Description: Special costing studies initiated both within and outside the CTC, either by federal government requirements or by independent agencies and consulting groups. *Topics:* Working papers; consultants' reports, drafts, recommendations; railway working papers and submissions; government policy and special issues related to railway operations; special costing studies arising from the incorporation of VIA Rail Canada, Inc.

Electronic Data Processing (EDP)
CTC-200
Description: Railway costing data bases; railway subsidy payments data bases; railway safety and accident data bases; CTC programs and documentation for all branch EDP activities; systems manual for all branch EDP operations; security documentation for EDP activities; EDP documentation for report publications.

Branch Line Subsidy Program
CTC-210
Description: Information on branch responsibility to verify railway claim costs and revenues in order to calculate and pay subsidies to the railways. These files contain all railway and CTC official documents and working papers. *Topics:* General costing; Canadian Pacific and Canadian National unit cost working papers; Class II railways; CN-CP subdivisions; cost of capital; branch line; branch line rehabilitation.

Western Grain Transportation Program
CTC-215
Description: Costing studies relating to the movement of western grain by rail under the authority of the *Western Grain Transportation Act*. *Topics:* The prescribing of the annual freight rate scale under Section 35; the annual designation of grain dependent branch lines under Section 40; the conduct of costing reviews every four years under Section 38; the monitoring of annual railway investment plans under Section 29.

Passenger-Train Studies
CTC-220
Description: Information on branch subsidy payments for passenger services under Section 261 of the *Railway Act;* also the audit of CN and CP billings for passenger-related services to VIA Rail Canada. The files contain railway and CTC official documents and working papers. *Topics:* CN train service; CP train service; VIA Rail Canada; special costing; unit costs; specific costs.

Freight-Related Studies
CTC-230
Description: Costing studies carried out on specific commodity movements by rail; includes costing work for rate setting purposes and appeals under the *National Transportation Act*, Section 23; also railway and CTC official documents and working papers. *Topics:* "At and East" (*Railway Act*, Section 272); rapeseed investigations; cost of stop-off-milling in transit; demurrage issues; "At and East" subsidy payments.

Air Transport Committee

Under the *National Transportation Act*, the Air Transport Committee administers Part II of the *Aeronautics Act* and the Air Carrier Regulations in the economic regulation of commercial air services within, to and from Canada. The Committee is responsible for licensing air carriers, ensuring that tariffs are just and reasonable, and investigating allegations of illegal commercial air carrier activity.

The Committee also formulates the Air Carrier Regulations, provides advice to the Minister on international air service agreements and conducts surveys or investigations at the request of the Minister or on its own initiative.

The consumers' interests are addressed in the analysis of applications for licences and the assessment of tariffs, and in the investigation of complaints.

The staff of the Committee is organized into six branches: the Administration Branch, which includes the office of the Executive Director and the Secretariat; the Air Services Analysis Branch, comprising the Audit, Finance, Economic Analysis and Policy Advisory Divisions; the International Air Transport Branch; Enforcement Branch; Licensing Branch; and the Tariffs and Services Branch.

Manuals

- Tariffs of passenger fares, cargo rates, routines and rules of carriage used by travel agents for tariff quotations

International Air Transport Association (IATA) Resolutions

- Fares and rates tables
- Distance manuals
- Airport codes and locations manuals
- Regulations governing hazardous material transportation
- International regulations governing carriage of live animals
- Carriage of specific commodities, the packaging requirements, description and identification of unit load devices (pallets or containers)
- General guide for the preparation and filing by foreign applicants of applications to operate commercial air services and of applications for renewal, suspension, cancellation of, or amendment of licences

ATC Enforcement Branch Operational Guidelines

- General information and instructions for applying for a licence to operate a Canadian commercial air service
- Summary of statistical and financial reporting requirements
- Uniform system of accounts for commercial air carriers

- Instructions concerning the allocation of revenues and costs to subsystems for Level I and II carriers

Classes of Records

Applications
CTC-240
Description: Applications for authority or modifications of authorities to operate commercial air services to, from and within Canada and related matters, for which a licence is required under Section 16 of the *Aeronautics Act*. *Topics:* Application specifics; description of proposed service; estimate of potential market; interventions by interested parties; pricing and service plans; detailed operating plans; detailed capital and operating cost estimates; projected financial statement; particulars of company ownership; base protection; deletion or amendment of route protection; proposed changes of contract, consolidation, mergers, leases and transfers; and related staff reports, decisions and orders.

Exemptions
CTC-250
Description: Applications for authority to operate commercial air services to, from and within Canada and related matters by parties who are exempted from having to hold a document of licence. *Topics:* Use of an aircraft for aerial application and distribution by a farmer whose chief source of income is farming; leasing of aircraft; aircraft flown by an employee as transportation in carrying out his duties as an employee; use of aircraft in search-and-rescue operations or to assist in suppression of forest fires; use of an aircraft for checking out another pilot; sharing of operating expenses with the owner of an aircraft; and use of aircraft on glider towing and parachute jumping operations.

Applications for Advance Booking Charters
CTC-260
Description: Applications by licensed air carriers for permits to operate Advance Booking Charters, Entity Charters and Common Purpose Charters, and inclusive Tour Charter flights filed pursuant to the *Air Carrier Regulations*. *Topics:* Application specifics; description of proposed charter program; evidence of financial position of tour operator; scope and frequency of proposed charter program; contract between tour operator and air carrier; tour operator's business experience; tour operator's arrangements for securing of clients' prepayments; staff reports; Committee decision. *Retrievability:* Files arranged by tour operator.

Complaints Against Illegal Operations by Licensed Carriers
CTC-270
Description: Complaints received or information uncovered indicating illegal commercial air carrier activity by licensed carriers; Enforcement branch investigation reports; referral to Licensing or Tariff and Services Branch for any administrative action deemed necessary; Enforcement Branch referrals to RCMP for investigation towards prosecution; RCMP, Department of Justice and ATC Enforcement Branch reports indicating what investigative and prosecutable action was taken and the ultimate disposition of the case.

Complaints Against Illegal Operations by Unlicensed Carriers
CTC-280
Description: Complaints received or information uncovered concerning illegal commercial air carrier activity by unlicensed air carriers; ATC Enforcement branch investigative reports; referral to RCMP for investigation towards prosecution; RCMP and Department of Justice reports indicating investigative and prosecutorial action taken and final disposition of the case.

Special Tariff Permission Applications
CTC-290
Description: Air carrier Special Tariff Permission applications to depart from one or more provisions of the Air Carrier Regulations tariff filing requirements; description of proposed changes with explanations and justification.

Tariff and Scheduled Filing Requirements
CTC-300
Description: Correspondence on tariff and scheduled filing requirements; interpretations; and suspension, rejection, or disallowance action by the Committee.

Power of Attorney and Concurrence Documents
CTC-310
Description: All correspondence on the compliance with filings of power of attorney and concurrence documents.

Contract Forms
CTC-320
Description: Contract of Air Transportation forms.

Free and Reduced-Rate Transportation
CTC-330
Description: Copies of airline procedures manuals on free and reduced-rate transportation; requests for special permission to carry free or at reduced rates certain categories of freight and passengers not covered in regulations.

Insurance
CTC-340
Description: Information on insurance — limits of liability.

Accounts and Statistics
CTC-350
Description: ATC accounts and statistics.

War Measures Act
CTC-360
Description: Information on the *War Measures Act;* planning for emergencies and crisis situations.

Fuel Emergency Crises and Conservation
CTC-370
Description: Information on fuel emergency crises and conservation.

Civil Aviation Legislation
CTC-380
Description: Information on civil aviation legislation and related laws and practices; proposed amendments of the Air Carrier Regulations; also proposals received from or submitted to the public concerning proposed changes in the Regulations (see CTC-420).

Regulatory Reports and Statistics
CTC-390
Description: Requests for statistics; information on Uniform System of Accounts and Reports, statistical reporting system, non-performance, delinquency in filing statistics, capital leasing of aircraft. *Retrievability:* Files arranged by air carrier.

Domestic Carrier Operations
CTC-400
Description: Information on bankruptcies and receiverships, insurance, European Civil Aviation Committee (ECAC), directory, aircraft leasing, International Civil Aviation Organization (ICAO), joint ventures, administrative procedures, impact of metric conversion, changes of control.

Policy
CTC-410
Description: Information on domestic air policy, positioning charges, financial and ownership requirements, application instructions, rotating wing policy, gross take-off weight of aircraft.

Amendments to the Air Carrier Regulations
CTC-420
Description: If a change in policy results in a change to the Regulations, amendments are placed on these files (see CTC-380).

International Civil Aviation Organization
CTC-430
Description: Information on proceedings and recommendations for the improvement of air transportation, contract documentation, travel conditions, pricing regimes and bilateral air service agreements.

International Air Transport Association (IATA) Conference
CTC-440
Description: Reports and resolutions of the tariff-setting machinery of IATA; record of individual foreign government acceptance or rejection of said resolutions; and tables of fares, rates, charges and routing conditions agreed upon by carriers.

Airline Agents
CTC-450
Description: Information on the relationship between airlines and their agents.

Carrier Associations
CTC-460
Description: Correspondence with the air carrier associations.

Metric Conversion
CTC-470
Description: Information on metric conversion and related correspondence.

Water Transport Committee

The functions of the Water Transport Committee are derived from the jurisdiction conveyed by the legislation described below. Because of its direct regulatory relationship and involvement with the industry and those it serves, the Committee is also required, either by response to a request from the Minister or on its own initiative, to advise and contribute to the development of new or amended government policies.

Under the *Transport Act*, the Committee issues or amends, upon application, annual licences to carriers proposing to provide services by water in the Mackenzie River and Western Arctic regions and for the carriage of passengers and goods, other than in bulk, on the Great Lakes.

Under the *Shipping Conference Exemption Act*, which exempts certain shipping conference practices from the provisions of the *Combines Investigation Act*, the Committee is required to receive, verify, record and maintain for public scrutiny the large number of original or amended contracts, agreements and tariffs issued by the 47 conferences serving Canadian external trades, and to report to Parliament annually on its administration of the Act.

Under the terms of the current Coasting Trade Exemption Regulations, pursuant to Section 665 of the *Canada Shipping Act* and Section 22 (3)(b) of the *National Transportation Act*, the Committee is required to advise the Minister of National Revenue when an application or an inquiry is received for an exemption from customs duties of a foreign flag vessel to be used in a Canadian coastal trade.

Under the *Pilotage Act*, the Committee is required to hear appeals against amendments to tariffs approved and published by the Atlantic, Laurentian, Great Lakes and Pacific Pilotage Authorities.

Under the terms of Section 27 of the *National Transportation Act*, the Committee, upon receipt of an objection submitted in response to a public notice, is required to conduct an investigation, which may include a public hearing, of an acquisition by a company engaged in water transportation subject to the jurisdiction of Parliament or of an interest in the business or undertaking of any person whose principal business is transportation.

Under the terms of Section 22 and 23 of the *National Transportation Act*, the Committee, on its own initiative or in response to requests from the Minister under Section 22 and in response to complaints or applications under Section 23, is required to conduct inquiries, investigations or studies into the wide variety of shipping matters that fall within or touch upon its regulatory purview and, under Section 22, to contribute to the development and presentation of government policy initiatives and the preparation of responses to the policy initiatives of other governments or international intergovernmental organizations.

Under the *St. Lawrence Seaway Authority Act*, the Committee is required to consider complaints of unjust discrimination in tariffs, report its findings and receive for filing all tariffs and amendments published by the Authority.

Under Section 27 of the *Energy Supplies Emergency Act*, the Committee can be required to order any Canadian ship to be used, when necessary, for emergency purposes, to ensure adequate supplies of energy products. Foreign-owned ships could also be used when no Canadian ship is available.

The Committee is served by an Executive Director, a Secretariat and Administration Branch, a Merchant Shipping Branch, an International Maritime Transport Branch and a Multi-modal and Maritime Economics Branch.

Executive Director, Secretariat and Administration Branch

Classes of Records

Administration
CTC-480
Description: Committee minutes, decisions, orders and official files.

Merchant Shipping Branch

Classes of Records

Licences
CTC-490
Description: Information on licensing of water carriers under the *Transport Act*. *Topics:* Applications; interventions; objections; reference documents; administrative correspondence necessary to the functional operation of the licensing function.

Conference Contracts and Tariffs
CTC-500
Description: Information on all tariffs filed by shipping conference liners along with various agreements reached by these lines as set forth in the *Shipping Conference Exemption Act*, 1979; also correspondence between the Committee and companies operating liner services.

Coastal Trade Custom Duty Waivers
CTC-510
Description: Applications to the Minister of National Revenue for custom duty waivers from users of non-Canadian flag vessels in

Canada's coastal trade, and related correspondence; also correspondence with users or potential users of such vessels.

Pilotage Tariffs
CTC-520
Description: Information on pilotage tariff matters, including original objections and interventions filed with the Committee; decisions rendered, and related correspondence; also working papers on the designing of tariffs.

Seaway Tariffs
CTC-530
Description: Information on original tariffs submitted by the St. Lawrence Seaway Authority to the Committee and related correspondence.

International Maritime Transport Branch

Classes of Records

International Shipping Policy and Operational Analyses
CTC-540
Description: Information on the interest and involvement of the Commission in Canadian governmental representation at international organization conferences and meetings. *Topics:* Intergovernmental Maritime Consultative Organization (IMCO) — Legal Committee and Facilities Committee; Organization for Economic Co-operation and Development — Maritime Transport Committee and subsidiary bodies Working Group (WG) and Special Group International Organization (SGIO); UN Commission on International Trade Law (UNCITRAL) — Working Group on International Legislation (WGISL); UN Conference on Trade and Development (UNCTAD) — Committee on Shipping, including International Preparatory Groups (IPGs) and WGISL.

International Maritime and Shipping Policy
CTC-550
Description: Analyses provided to interdepartmental committees studying and formulating an appropriate Canadian position on maritime and shipping policy as input to international maritime law. *Topics:* Preparatory position papers, commentaries and discussion papers; submissions by Canada to international maritime and shipping forums; instructions to Canadian delegations at international conferences and conventions; delegation reports on participation in international meetings.

Maritime Studies
CTC-560
Description: Studies on maritime legal and economic subjects being discussed at the international level, based on generic research and economic analysis and intended to contribute to the formulation of Canadian international policy. *Topics:* Terms and conditions of ocean carriage in Bills of Lading (Hamburg Rules); standard clauses in policies of maritime insurance; limitation of water carrier liability for passengers and baggage.

Multi-Modal and Maritime Economics Branch

Classes of Records

Maritime Economic, Financial and Statistical Analyses
CTC-570
Description: Information on domestic and international water transport operations and related matters (shipper's concerns); economic and financial records of Canadian maritime and shipping interests, including detailed computerized data bases of particulars of all Canadian vessels of one hundred GRT and over; traffic movements by class; tonnage of goods carried in Canadian inland and coastal waters and to, from and between Canadian ports; and a world-wide matrix of distances.

Multi-Modal Policy and Operational Analyses
CTC-580
Description: Correspondence, reports, memoranda, position papers, analyses and summaries of domestic and international multi-modal transport operations and related matters (shippers' concerns, legal and economic issues).

Motor Vehicle Transport Committee

The Motor Vehicle Transport Committee (MVTC) is primarily engaged in processing and ruling on applications from motor vehicle carriers for the transport of goods on Sundays as authorized by the *Lord's Day Act*. It also administers Section 27 of the *National Transportation Act* as it applies to the acquisition of bus or truck companies by any other companies subject to the jurisdiction of the Parliament of Canada.

Part III of the *National Transportation Act* establishes direct federal regulation of extra-provincial commercial motor transport. This part was proclaimed by the Governor-in-Council in 1970. It is not in effect, except for the CN Roadcruiser bus service in Newfoundland, which by Order-in-Council came under the jurisdiction of the MVTC in August, 1976.

In addition, the Traffic and Tariffs Branch of the Commission administers the *Atlantic Region Freight Assistance Act* (ARFAA) on behalf of the Committee. Under this Act, subsidy payments are made to designated carriers for freight transported within and out of the Atlantic provinces. Common carrier truckers are included in this designation.

The Committee comprises a single administrative branch, which includes the Chairman, as Chief Executive Officer, the Executive Director and the Secretariat.

Classes of Records

Administration
CTC-590
Description: Minutes of Committee meetings and copies of all orders and decisions; directives from the Treasury Board, the Public Service Commission, CTC Financial Services, Human Resources, etc.; procedures for the preparation of permanent and temporary Lord's Day Orders, acquisitions and Committee meetings; minutes and attachments for the Senior Management Advisory Committee; official language notices and directives.

Lord's Day Act
CTC-600
Description: Application forms for exemptions, telexes, hearing notes and transcripts, decisions and orders pursuant to the *Lord's Day Act*.

Mergers and Acquisitions
CTC-610
Description: Information on proposed acquisitions. *Topics:* Notices of proposed transaction, contractual and financial agreements between parties; filed objections; hearing documentation; decisions and orders.

National Transportation Act, Part III
CTC-620
Description: Information on planning procedures and draft regulations of the extra-provincial motor carrier undertakings of Canada in preparation for the implementation of Part III of the *National Transportation Act*.

Roadcruiser Bus Service, Newfoundland
CTC-630
Description: Information on the only motor vehicle undertaking that, since 1976, falls under the direct regulatory control of the CTC. *Topics:* Hearings on rates, scheduling and quality of service; in-house studies of company's financial statements and financial procedures; Statistics Canada reports on comparable bus operations; other directives and orders.

Transportation of the Handicapped
CTC-640
Description: Information on MVTC participation in the planning and implementation of a three-year experimental program for the transportation of disabled passengers in specially equipped buses in Newfoundland.

Federal-Provincial Negotiations
CTC-650
Description: Information on ongoing meetings with provinces with a view to developing uniform trucking regulations in Canada.

Transborder Trucking Dispute
CTC-660
Description: Information on negotiations between Canadian and U.S. agencies in response to U.S. accusations of discrimination against U.S. truckers by Canadian Transport regulatory agencies; and U.S. reprisals.

Metrification of Motor Vehicles
CTC-670
Description: Information on the metrification of motor vehicle weights and measurements.

Dangerous Goods
CTC-680
Description: Information on the transportation of dangerous goods.

CN-CP Express
CTC-690
Description: Information on hearings into the railways' request to abandon their truck express operations in Saskatchewan in favour of independent trucking companies.

Questionnaires and Surveys
CTC-700
Description: Surveys on the quality of service and scheduling of bus service in Newfoundland; questionnaire to Canadian extra-provincial carriers in anticipation of general implementation of Part III of the *National Transportation Act*.

International Transport Policy Committee

Under the terms of the *National Transportation Act*, this Committee is required to participate in the work of intergovernmental or international organizations; formulate or recommend policy; investigate, examine and report on the economic effects and requirements resulting from participation in or ratification of international agreements; consult with other departments or agencies of the Government of Canada; and participate in the negotiation of international agreements.

The Committee is served by an Executive Director, a Secretariat and Administration Branch, the International Air Transport Branch of the Air Transport Committee, the International Water Transport Branch and Multi-modal and Maritime Economics Branch of the Water Transport Committee.

Executive Director, Secretariat and Administration Branch

Classes of Records

Administration
CTC-710
Description: Committee minutes, decisions, orders, official files.

International Water Transport Branch

See Water Transport Committee (CTC-480 to CTC-580) for description of records.

Multi-Modal and Maritime Economics Branch

See Water Transport Committee (CTC-480 to CTC-580) for description of records.

Commodity Pipeline Transport Committee

The Commodity Pipeline Transport Committee (CPTC) has jurisdiction over all commodity pipelines that cross provincial, international or territorial borders, irrespective of the pipelines' size or length. It draws its authority from Part II of the *National Transportation Act*. If the commodity pipeline also transports crude oil or natural gas, as defined in the *National Energy Board Act*, it is termed a "combined pipeline," and jurisdiction may be shared with the National Energy Board.

Under the law, the CPTC conducts its business mainly through the medium of public hearings. Its principal function is to deal with applications by commodity pipeline companies for a Certificate of Public Convenience and Necessity to construct and operate such a system; the acquisition or abandonment of commodity pipelines; the filing, disallowance, substitution or prescription of tariffs; and the resolution of related disputes and public interest matters. In addition, the CPTC makes standards, procedures, rules and regulations, under the provisions of the *National Transportation Act*, to facilitate the smooth and efficient conduct of its duties.

The Committee also acts as an advisory and information source to other federal and provincial government departments and agencies, to industry and to the public in matters of the development, operations and statistics related to commodity pipelines.

The Committee is presently headed by an acting Executive Director, operating with an acting secretary and no other staff. Plans are in place, however, to staff 45 technical support positions when CPTC receives a major application.

Classes of Records

Applications
CTC-720
Description: Applications on matters under CPTC jurisdiction.

Pipelines
CTC-730
Description: Information on commodity pipelines. *Topics:* Qualitative and quantitative information on commodity pipeline operations, costs and technology.

Standards
CTC-740
Description: Standards for commodity pipelines. *Topics:* Information and analyses pertaining to engineering, economic, financial, accounting and safety standards.

Review Committee

This Committee is responsible, pursuant to Section 63 of the *National Transportation Act*, for matters arising out of applications made for a review of a Commission order or decision, or when the Minister of Transport, on appeal from a decision or order, directs that a review be carried out.

The Committee is made up of the Chairmen of the modal committees, with the Commission Vice-President as Chairman. However, a Committee member will refrain from sitting in review of a decision or order in which he or she participated earlier. The Secretary of the Commission also acts as Secretary to the Review Committee.

Classes of Records

Review Committee
CTC-750
Description: Information on the Committee's activities when dealing with applications for review of a modal committee's orders and decisions.

Research Branch

The role of the Branch is to provide research support to the Commission and its committees, to respond to requests from Transport Canada, and to carry out relevant anticipatory studies as required under various provisions of the *National Transportation Act*. It is headed by an Executive Director and comprises four sections: Freight Studies, Passenger Aviation Economics, Transport Industries Analysis, and Economic and Social Research.

The Freight Studies Section deals with movements of bulk commodities and agricultural products, primarily by rail and commodity pipelines. The Passenger and Aviation Economics section specializes in airline research projects, international air transport, and passenger transport by other modes. The Transport Industries Analysis section concentrates on marine economics, shipping issues, multi-modal transport and trucking. Finally, the Economic and Social Research section undertakes projects requiring professional expertise in economics, statistics and sociology and acts as a support group in these areas.

Classes of Records

Demand
CTC-760
Description: Information on freight and passenger demand, traffic forecasts and models. *Topics:* Rail transportation of coal, potash, sulphur, grain and lumber products; low-priced air fare review; use of multi-modal transport in Canadian international trade; conference freight trends in Canadian exports.

Supply
CTC-770
Description: Information on modal and inter-modal studies, productivity. *Topics:* Rail capacity information; bulk commodity facilities at major ports; cost structure of the Canadian trucking industry; for-hire trucking and Canadian-U.S. trade; international bulk carriage; international maritime shipping — structure and practices; Canadian international bulk shipping arrangements.

Regulations
CTC-780
Description: Information on regulations, competition, costing, pricing, subsidies. *Topics:* Air carriers' pricing policy and financial performance; air competition study — domestic, international; international air policy review; rail costing; air costing; truck costing; competition and regulation in marine transport — trucking rate analysis; limitation of ship owners' liability for passengers and luggage (study revisions); impact of the proposed convention on international multimodal transport.

Regional and Social Issues
CTC-790
Description: Information on prairies and grain, isolated communities, the handicapped; Churchill Transportation Study; transportation of the handicapped; the trucking industry in the Atlantic provinces; Mackenzie River Study; Churchill-Keewatin Transport Study.

Traffic and Tariffs Branch

This Branch reports to the Vice-President, Research (and to modal committees on specific modal matters), with an overall responsibility for traffic and tariff matters for road, rail and water under the *Transport Act*. In addition to its responsibility for the functions of the two divisions listed below, this branch consults with, provides advice to and works on joint projects with Transport Canada on potential and proposed dealing with rail freight and the Atlantic Region Subsidy Program (MFRA and ARFAA).

Tariffs and Subsidies Control Division

This Division ensures that all tariffs and tolls are compiled, issued and filed in accordance with the provisions of the *Railway Act*, the *Transport Act*, the *National Transportation Act* and the CTC Regulations. It administers the Atlantic Region Freight Assistance Program in accordance with the *Maritime Freight Rates Act* and the *Atlantic Region Freight Assistance Act* and Regulations and verifies claims on export grain and flour transportation under Section 272 of the *Railway Act*.

Classes of Records

Tariffs, Licences and Claims
CTC-800
Description: Information on tariffs filed with the Commission and licensing of carriers under the subsidy programs of the Atlantic provinces. *Topics:* Claims, reference documents and related correspondence; also working papers and computer printouts that detail information for claims made under Section 272 of the *Railway Act*.

Traffic and Tariff Studies Division

This Division conducts programs of investigation and analysis on statutory responsibilities, investigates and analyzes transportation matters that could be prejudicial to the public interest, and carries out economic studies of major issues affecting the transportation industry. In addition, it maintains a computerized rail and highway freight traffic data base; publishes statistical reports of railway traffic flows; maintains a Standard Point Location Coding System; and investigates formal and informal complaints on passenger fares and railway freight rates, conditions of travel and carriage, and levels of rates and service. It also represents the Commission on planning groups for metrication and the rights of handicapped persons.

Classes of Records

Traffic and Tariff Information Systems
CTC-810
Description: Detailed information on the transportation industry and its pricing philosophy, its service facilities and its marketing concepts; also correspondence, memoranda, working papers and information drafts on complaints, applications and disputes before the Commission that concern traffic and tariff matters.

EDP Systems

- Data base of traffic statistics based on rail movements within

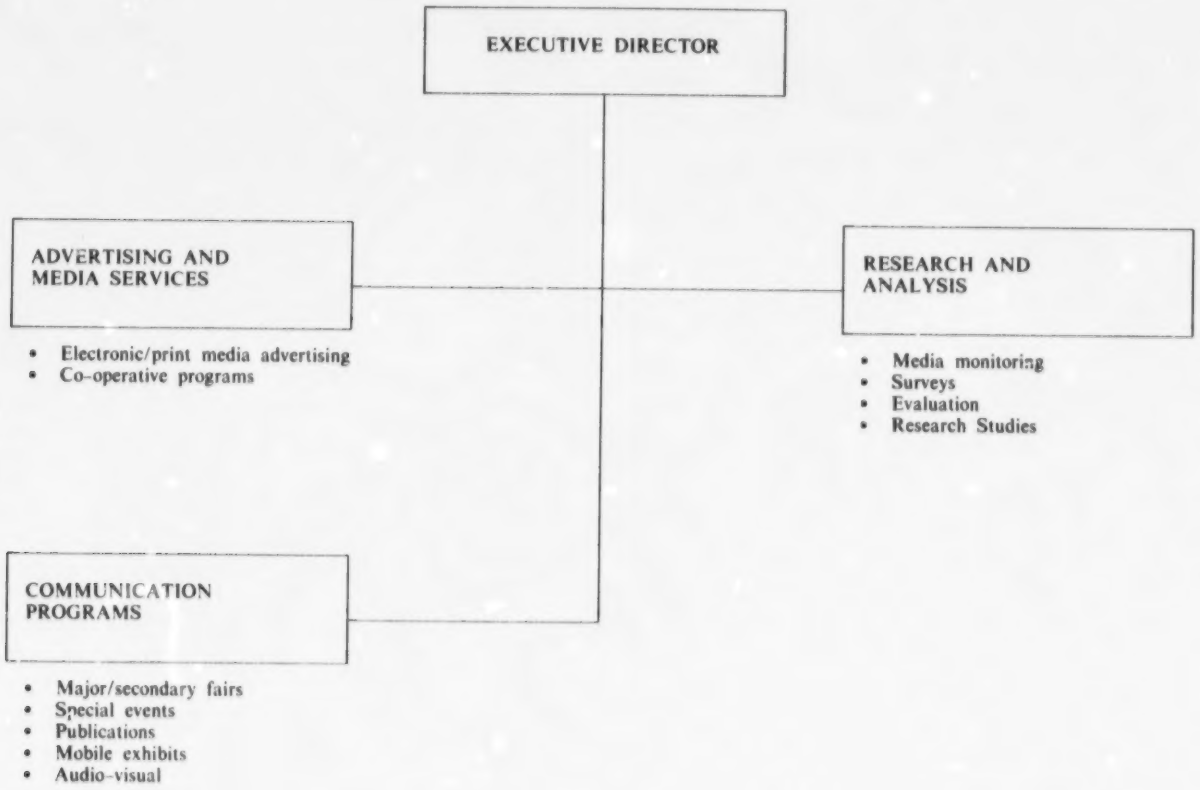
Canada, and between Canada and the U.S. — printout formats, computer tape, annual summary

- Data base of tariff statistics based on truck movements (Atlantic provinces)
- System of standard shipping points, jointly managed by the Traffic and Tariffs Branch and the Canadian Freight Association (CFA), but marketed by the CFA to users in Canada and the U.S.

Reference Indices

- Index of amendments to the *Railway Act, Transport Act* and the *National Transportation Act*
- Index for orders and decisions issued by the Railway Transport Committee
- Statutes of Canada

Canadian Unity Information Office



ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
CANADIAN UNITY INFORMATION
OFFICE
P.O. BOX 1986, STATION B
OTTAWA, ONTARIO
K1P 6G6

Background

The Canadian Unity Information Office was established in 1977 at the request of the Prime Minister to provide public information about Canadian federalism and federal programs and services during the period leading up to the Quebec Referendum. In 1981, when the Constitution was repatriated, the office was charged with informing the public about repatriation and the Charter of Rights and Freedoms. Its current objectives are twofold: to provide public information on federalism and to assist the government in the preparation of policy and communications responsive to regional need. An example of a specific task is the co-ordination of federal departmental exhibits at major fairs.

Organization

The Office reports to Parliament through the Minister of Justice and consists of an executive director and three Divisions: Research and Analysis, Communication Programs and Advertising and Media Services. Regional offices are located in Montreal and Edmonton.

General Information

Requests for general information should continue to be addressed to the office in Ottawa. Contact may be made in person at the following addresses:

Ottawa

Canadian Unity Information Office
151 Sparks Street, Room 502
Ottawa, Ontario
K1P 6G6
Telephone: (613) 993-6886

Edmonton

Canadian Unity Information Office
10506 Jasper Avenue, Room 304
Edmonton, Alberta
T5J 2W9

Montreal

Canadian Unity Information Office
685 Cathcart Street, Suite 200
Montreal, Quebec
H3B 1M7

Publications

The Office provides printed information to the public free of charge in four subject areas: government programs and services (by region and special interest group); facts about Canada; the government and the political system; and the Canadian Constitution. For title lists write to

Publications Canada
P.O. Box 1986
Postal Station B
Ottawa, Ontario
K1P 6G6

Access Procedures

Requests for access to records under the *Access to Information Act* should be directed to

Access to Information Co-ordinator
Canadian Unity Information Office
151 Sparks Street, Room 502
P.O. Box 1986, Station B
Ottawa, Ontario
K1P 6G6
Telephone: (613) 993-6886

Research and Analysis Division

This division provides a research service on request to federal departments, central agencies and Members of Parliament. The bulk of the work consists of monitoring and analyzing current issues and involves the review of newspapers, periodicals, special research bulletins from the Library of Parliament, other documents from federal and provincial government departments, bills and acts passed by both levels of government and omnibus surveys from consulting firms. As well, the division conducts research into public opinion and attitudes to measure the effectiveness of government information programs. Studies are also undertaken to assess the attitudes of Canadians toward issues affecting national unity and identity.

Classes of Records

Research and Analysis
CUIO-10
Description: Information on media and public opinion toward government programs, national and regional issues. *Topics:* Research – constitutional, federal-provincial, social and economic.

Communication Programs Division

This division develops and implements public information programs whose objectives are to strengthen the Canadian identity and inform Canadians about federalism. Several programs in this area involve cross-departmental co-ordination or service to another part of the government.

Classes of Records

Information on Canadian Unity
CUIO-20
Description: Information on program development and implementation. *Topics:* Publications; mobile exhibits; co-ordination of federal departmental presence at special events – major fairs, national athletic events; audio-visual material.

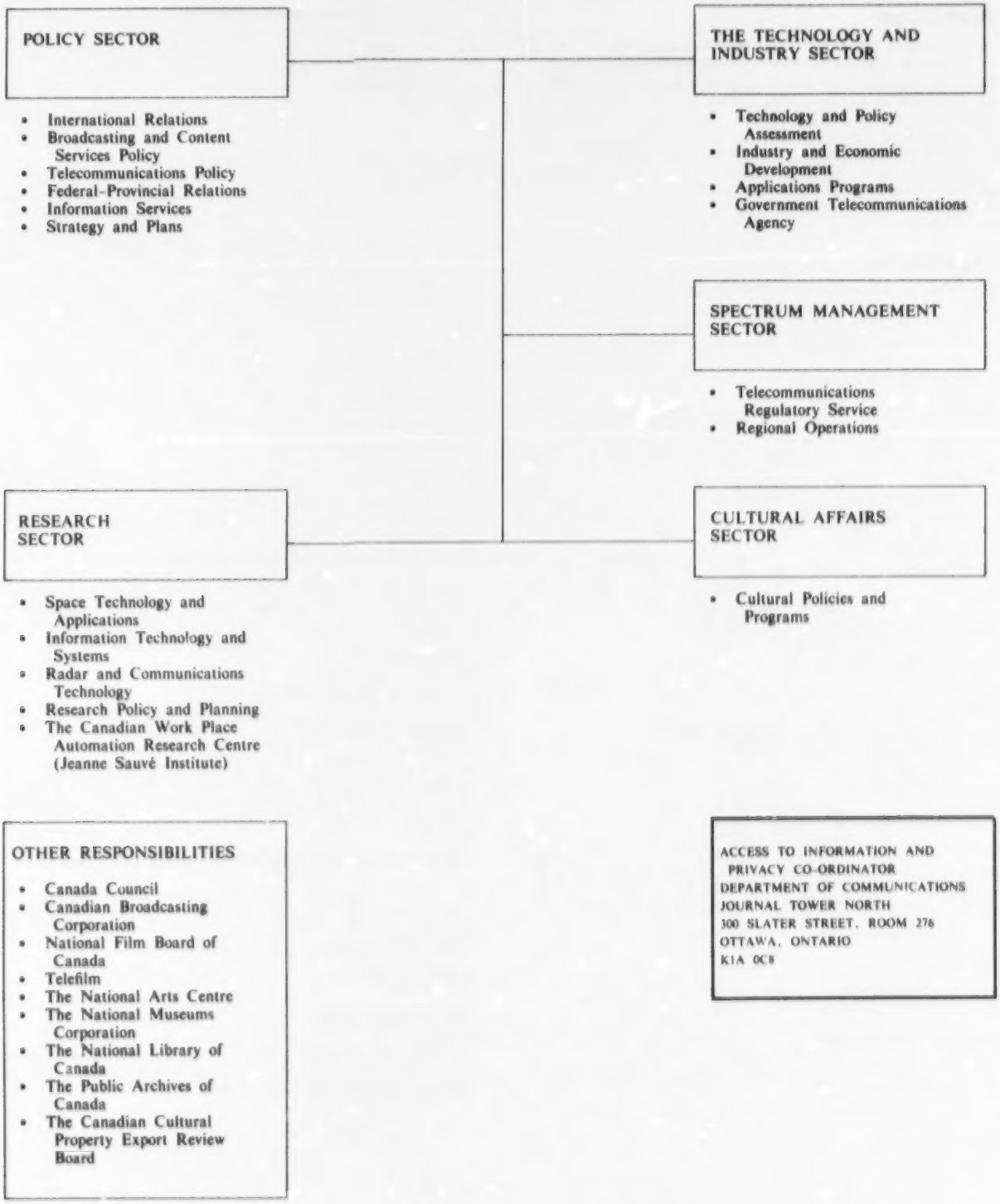
Advertising and Media Services Division

This division provides advertising and media services, including the production of electronic and print media advertising programs and provides other professional services necessary to manage the production and delivery of promotional programs.

Classes of Records

Advertising Programs
CUIO-30
Description: Information on the planning and development of advertising programs. *Topics:* Programs and services; policy issues; co-operative (cross-departmental) projects.

Department of Communications



Background

Established in 1969 by the *Government Organization Act*, the Department of Communications (DOC) encourages the growth of national and international telecommunications and broadcasting networks and facilities, anticipates and plans for change by conducting research into communications and space technology, manages and regulates the airwaves, and promotes Canadian cultural activities.

The Department was originally concerned with the electronic means of creating, processing, storing, distributing, displaying, accessing, and exchanging information. Its activities were focused on broadcasting, communications research and on Canada's role in satellite communications. Its clientele consisted largely of private and public sector institutions that either manufactured equipment or provided services.

In July 1980, in recognition of the increasingly close links between culture and communications, responsibility for the federal government's arts and culture program, along with responsibility for a number of agencies, was transferred from the Secretary of State to the Minister of Communications.

While other responsibilities continue, the Department is now concerned with a host of public and private institutions operating in the cultural field. In addition, the Department is concerned with the cultural content that flows through electronic and non-electronic channels of communications and includes among its clients the creators and administrators of cultural content.

Laws and Regulations

- Broadcasting Act
- Radio Act
- National Transportation Act and Railway Act (telegraphs and telephones)
- Cultural Property Export and Import Act
- Canada Council Act
- Canada Museums Construction Corporation Order-in-Council
- Canadian Film Development Corporation Act
- Copyright Act
- National Arts Centre Act
- National Film Board Act
- National Library of Canada Act
- National Museums of Canada Act
- Public Archives of Canada Act

Overall Responsibilities

Communications Sectors

The Department conducts research, encourages industrial development, and develops policies to address the economic, social and cultural effects of new technology. It fosters the orderly development and operation of communications for Canada in the following domestic and international spheres:

- Communications and Information Technology — The Department assists Canadian industries that manufacture communications and information equipment or provide related systems, products or services and support for the Department of Communications, National Defence and other departments. Among its major programs in this area are the Telidon program and the Office Communications System Program. It also develops Canadian strength in the field of micro-computers, computer software, mobile satellite systems and new satellite communications services. The Department conducts research in communications, informatics and space and satellite systems at the Communications Research Centre, including the spacecraft testing facilities at the David Florida Laboratory. Research on the use of satellites ranges from improved telephone services to Pay-TV, including satellite-delivered radio and television programming, tele-education, telemedicine, direct broadcasting and search and rescue.
- Communications Policy Development — The Department develops communications policies that make maximum use of Canadian resources and talents, strengthen Canadian industries, exploit technological advances, and generally contribute to the achievement of Canadian economic, social and cultural objectives.
- Radio Frequency Spectrum — The Department continually seeks to manage, improve and extend the use of the spectrum, protect the rights of Canada through international agreements, and provide service to all of its users.
- The Department manages the airwaves to prevent overcrowding and traffic jams and to ensure that a high quality of service is provided, especially for emergency services. Licences are issued to qualified operators, and traffic is controlled by regulations developed by the Department.
- Each year, more than one million radio licences are issued, including permits for GRS radio owners, operators of microwave systems, and radio and television broadcasters. The Department works closely with other levels of government and with private companies to develop national standards for telecommunications and broadcasting equipment. The Department tests appliances and other electrical equipment to ensure that they do not cause radio interference.
- Government Telecommunications — The Department establishes and maintains long-term federal government telecommunications plans, including the identification of the most efficient and economic alternatives available to satisfy existing and new telecommunications requirements, and accommodates the convergence of technologies (telecommunications, electronic data processing and office equipment) on a government-wide basis.
- The Department of Communications satisfies the needs of federal departments and agencies by planning, establishing and managing telecommunications facilities and services to maximize the benefits of sharing and consolidating telecommunications requirements on a government-wide basis.

Cultural Affairs Sector

In 1983-84, the Arts and Culture Sector was reviewed to clarify the Department's role in the cultural field and to integrate the sector more fully. The new Cultural Affairs Sector emphasizes both cultural policy development and program delivery. The Department operates programs to provide financial support, resources and services to Canadian cultural organizations and industries, as well as heritage institutions, and in this way supports and promotes the work of Canadian creators, including painters, sculptors, actors, film-makers, writers, musicians and composers. These programs include the Special Program of Cultural Initiatives, the Canadian Book Publishing Development Program, the Canadian Film and Videotape Certification Office and the Movable Cultural Property Secretariat.

The Department also develops policies and programs for the achievement of national artistic and cultural objectives, and promotes effective inter-agency, inter-departmental, and inter-governmental co-operation in the achievement of those objectives, which include

- encouraging artistic and cultural activities in Canada;
- advising on the optimum allocation of resources among arts and culture programs;
- fostering greater inter-agency program co-operation and co-ordination in support of cultural and other national objectives;
- supporting or managing special artistic and cultural programs outside those of the federal cultural agencies.

Department of Communications

Organization

The Department of Communications is headed by the Deputy Minister of Communications, supported by the Senior Assistant Deputy Minister and five Assistant Deputy Ministers who are responsible for the following sectors: Technology and Industry, including Government Telecommunications; Research; Spectrum Management; Cultural Affairs; and Financial Management. Also reporting to the Deputy Minister is the Personnel and Administration Branch.

The Department has regional offices in Moncton, Montréal, Toronto, Winnipeg, and Vancouver, and 48 district offices across Canada. In addition, it maintains research and testing facilities in the National Capital Region at the Communications Research Centre and its Clyde Avenue Laboratories and will be inaugurating a Workplace Automation Research Centre in Laval, Québec.

There are nine agencies in the communications and cultural field that report to Parliament through the Minister of Communications. They are

- The Canada Council, which provides support to performing arts organizations, artists, writers and many other creators;
- The Canadian Broadcasting Corporation, which provides national television and radio services in both official languages and operates Radio Canada International, which broadcasts news and information about Canada to listeners around the world;
- The National Film Board of Canada, which supports the work of the independent film-makers and produces its own films on a wide range of subjects;
- Telefilm Canada, which provides financial assistance and marketing support to film and television producers;
- The National Arts Centre, which showcases Canadian achievements in the performing arts, as well as the best the world has to offer;
- The National Museums Corporation, which assists in the development of museums and galleries across the country and is responsible for the National Gallery of Canada, the National Museum of Man, the National Museum of Natural Sciences and the National Museum of Science and Technology;
- The National Library of Canada, which provides technical support to libraries across the country and maintains a national collection of books, new and old, rare and readily available;
- The Public Archives of Canada, which maintains a national archival collection of documents, photographs and recordings and is responsible for the archives of the Government of Canada;
- The Canadian Cultural Property Export Review Board, which certifies for income tax purposes as important to Canada's heritage cultural objects given or sold to designated Canadian institutions.

The Minister of Communications is also responsible to Parliament for the Canadian Radio-television and Telecommunications Commission (CRTC), which regulates broadcasters, cable services and national telecommunications services.

Central management and administration of the Department includes the Minister's office, the Deputy Minister's office and support services such as personnel, finance, accommodation and telecommunications, material management, computer services, security services, library services, mail and records management.

General Information Services

Libraries

Reports, studies, briefs and other documents prepared by or for the Department of Communications should be requested through:

The Library
Department of Communications
Journal Tower North
300 Slater Street
Ottawa, Ontario
K1A 0C8
Telephone: (613) 993-4037

There are smaller libraries at each of the five regional offices:

Atlantic Regional Office

Terminal Plaza Building
1222 Main Street, 7th Floor
P.O. Box 5090
Moncton, New Brunswick
E1C 8R2
Telephone: (506) 388-6505

Québec Regional Office

Rasco Hotel
295 St. Paul Street East
Montréal, Québec
H2Y 1H1
Telephone: (514) 283-7737

Ontario Regional Office

9th Floor, 55 St. Clair Avenue East
Toronto, Ontario
M4T 1M2
Telephone: (416) 966-6331

Central Regional Office

200 386 Broadway Avenue
Winnipeg, Manitoba
R3C 3Y9
Telephone: (204) 949-2630

Pacific Regional Office

800 Burrard Street, Suite 1700
Vancouver, British Columbia
V6Z 2J7
Telephone: (604) 666-5425

Information Services Branch

The Information Services Branch maintains a list of all publications and audio-visual materials produced by the Department to inform the Canadian public. Requests for news releases, speeches and general information on departmental policies, programs and activities, including publications, annual reports, and audio-visual materials, should be directed to:

Distribution Office:
Information Services
Department of Communications
Journal Tower North
300 Slater Street
Ottawa, Ontario
K1A 0C8
Telephone: (613) 995-8185
or (613) 995-8883

Access Procedures

All formal access requests should be directed to:

The Access and Privacy Co-ordinator
Department of Communications
Journal Tower North
300 Slater Street, Room 276
Ottawa, Ontario
K1A 0C8
Telephone: (613) 992-2153

Policy Sector

This sector formulates strategies for the development, promotion and monitoring of broadcasting and telecommunication services, co-ordinates federal-provincial activities in communications and culture; develops Canada's policy on international aspects of communications and culture; integrates and harmonizes policy within the Department; develops and disseminates policy, program and regulation information to the communications and cultural industries and the general public; and provides legal advice to the Department.

International Relations Branch

This branch promotes and protects Canadian telecommunications and cultural interests internationally and ensures that significant international developments are taken into account in domestic telecommunications and cultural policy formulation. This involves co-ordinating Canadian presentations to such international organizations as the International Telecommunication Union, including preparation of Canadian proposals and negotiating strategies in consultation with the private sector and provinces, in order to ensure that future Canadian requirements can be achieved within established international conventions. It also involves policy guidance regarding international markets and trade, and aid to developing nations; participation in international space communications activities such as INTELSAT and the European Space Agency (ESA); and spectrum co-ordination with the United States in border areas.

Manuals

- International Telecommunication Union
- International Radio Consultative Committee
- International Telephone Consultative Committee
- International Telecommunication Union

Classes of Records

International Telecommunication Union (ITU) Activities
DOC-PL-10
Description: Information pertaining to Canada's involvement in the International Telecommunication Union Activities in consultation, management, regulation, development, standards setting and technical assistance. *Topics:* Administrative Council annual meetings; World Administrative Radio Conferences (WARC): mobile services, space (use of the geostationary-satellite orbit), medium-frequency broadcasting (western hemisphere), high-frequency broadcasting; International Frequency Registration Board (IFRB); International Radio Consultative Committee (CCIR): national and international study group meetings, plenary assembly meeting (every four years); International Telegraph and Telephone Consultative Committee (CCITT): national and international study group meetings, plenary assembly meeting (every four years); plenipotentiary conference.

Multilateral Relations
DOC-PL-20
Description: Information pertaining to Canada's involvement in international organizations with responsibilities for international telecommunications services, for the elaboration of international guidelines for such services, or for the discussion of communications issues. *Topics:* International Telecommunications Satellite Organization (INTELSAT); International Maritime Satellite Organization (INMARSAT); International Committee on Space Research (COSPAR); Search and Rescue Satellite (SARSAT); Inter-governmental Maritime Consultative Organization (IMO); International Civil Aviation Organization (ICAO); Commonwealth Telecommunications Organization (CTO); Conference of Inter-American Telecommunications Commission (CITEL); United Nations Committee on Peaceful Uses of Outer Space (UNCOPUOS); United Nations Educational, Scientific and Cultural Organization (UNESCO); Organization for Economic Co-operation and Development (OECD); North Atlantic Treaty Organization (NATO).

Bilateral Relations
DOC-PL-30
Description: Information on Canada's bilateral relations with other nations in the field of communications to ensure the successful pursuit of Canada's multilateral and bilateral interests, and the promotion of Canadian trade and industry. *Topics:* Spectrum co-ordination matters; cable and satellite retransmission rights; communications development in developing countries; satellite services (mobile, direct broadcasting satellites (DBS)); implementation of ITU conference decisions; domestic and international communications policies.

International Cultural Liaison
DOC-PL-40
Description: Information dealing with Canada's bilateral and multilateral involvement in the field of culture such as the provision of expertise and support on the international aspects that influence the establishment and implementation of cultural and artistic policies, activities and programs; formulation of recommendations for participation in international cultural meetings and conferences; preparation of briefs on international cultural matters and follow-up action and implementation of international cultural programs. *Topics:* International aspects of cultural policy, programs and activities; international protection of Canada's cultural interests; United Nations Economic, Scientific and Cultural Organization (UNESCO); Agence de Coopération culturelle et technique (ACCT); Council of Europe (cultural matters); Commonwealth (cultural matters); cultural visits and missions; bilateral cultural joint commissions; international marketing support of Canadian cultural products; negotiations of bilateral film and television products; co-production agreements.

Broadcasting and Content Services Policy Branch

The branch develops and recommends policies and programs in the area of broadcasting and other delivery systems such as cable and satellite services. This includes Canadian broadcasters generally and the Canadian Broadcasting Corporation in particular; the Canadian cable industry; the communications industry, including those concerned with the vertical blanking interval and other communications technologies; related program production and content industries; the pay television industry; and the Canadian satellite industry. The branch also develops appropriate legislation in these areas and advises on the policy implications of the extension of services and the development of new services such as videotex and teletext. It conducts policy research analysis and operates a statistics program in support of its activities.

Classes of Records

Broadcasting Policy
DOC-PL-50
Description: Information on the formulation of policies and programs and on implementation strategies to develop broadcasting in a way that contributes to Canadian social, cultural and economic objectives. Information on the development and implementation of comprehensive analyses in the field of broadcasting, including the operational monitoring of the Canadian Broadcasting Corporation and broadcast-related activities of Telefilm Canada. *Topics:* Broadcasting, radio,

television and CATV projects, reports, policies and programs; broadcasting strategy; cable television; Canadian Broadcasting Corporation; International Broadcasting Policy; news and specialized broadcasting services; pay television; program production; radio policy; broadcasting, economic and Canadian Broadcast Program; development fund statistical data; Telefilm Canada (broadcast-related activities). *Data Bases:* Radio, television and cable micro data base containing information on broadcasting and cable industries that can be retrieved quickly for statistical analysis; telecommunications macro data base containing information on broadcasting, cable television, telephony and telecommunications industries that can be retrieved quickly for statistical analysis.

New Content Services Policy
DOC-PL-60
Description: Information on policies, programs and proposals for non-programming services, including videotex and teletext services, broadcasting, and related communication technologies. Information is also available on office communications systems as the Department is taking part in a field trial on office automation. *Topics:* Microelectronics and social policy; transborder data flow; media and social policy; special interest groups; human and social impact committee; office communications systems program; videotex/teletext; Canadian Videotex Consultative Committee; new technology — software and services; applied technologies — arts and culture; new technologies and the disabled; microcomputer services and networks; computer courseware; educational services.

Regulatory Policy
DOC-PL-70
Description: Information on the development of policies and legislative measures related to the regulation of telecommunications; specifically radio, television and cable television. *Topics:* Legislation; regulations; directives to the CRTC; appeals to the Governor-in-council (section 23 of the *Broadcasting Act*); status of cable television; copyright law and cable rediffusion of broadcasts.

Extension of Services and Special Audiences Policy
DOC-PL-80
Description: Information on policies, programs and proposals related to the extension and improvement of broadcasting, cable, telecommunications, and new programming and non-programming services for Canadians who are inadequately served by the broadcasting system because of their geographic location or their special cultural, social or physical requirements. *Topics:* Extension of services: northern communications; native communications; Northern Native Broadcast Access Program; communications and the handicapped; broadcasting and social applications of satellites; multilingual broadcasting.

Telecommunications Policy Branch

This branch formulates and recommends policies and programs governing and promoting the establishment, development and efficiency of national and international telecommunications facilities and services. This includes policy initiatives for institutional, corporate and inter-corporate structures and relationships (carrier competition, terminal attachment, conditions of service); the optimal development of telecommunications networks (integration of satellite and terrestrial networks, standards of service to remote areas of Canada); allocation and use of the radio frequency spectrum. The branch develops and recommends policies and strategies to foster new telecommunications services. In addition, it monitors and analyzes the activities of telecommunications corporations with federal government investment. The branch makes recommendations on financial and regulatory matters concerning telecommunications entities within federal jurisdiction.

Classes of Records

Industry Structure and Services
DOC-PL-90
Description: Policies relating to corporate relations and services in the telecommunications carriage industry. *Topics:* Legislation; competition; terms and conditions of service; terminal attachment.

Spectrum, Orbit and Radio Systems Policy
DOC-PL-100
Description: National telecommunications policies on spectrum, orbital assignment and radio systems. *Topics:* Frequency allocation policy; spectrum utilization policy; radio system policy; orbit policy.

Network Development and Standards
DOC-PL-110
Description: National policies related to the orderly development and implementation of telecommunications networks. *Topics:* Network development; standards policy; northern communications.

Financial and Regulatory Policy
DOC-PL-120
Description: Policies relating to the regulation of the telecommunications industry. *Topics:* Telecommunications regulation; financial statistics.

Federal-Provincial Relations Branch

This branch is responsible for advancing the federal government's interests in communications and culture through information exchange, co-ordination, consultation and negotiation with provinces and territories. The branch oversees the implementation of the Department's Regional Dimension Action Plan to promote a greater regional input to the policy process, including co-ordination leading to Economic Regional Development Subsidiary Agreements with the provinces in the area of communications and culture industries. The branch also provides internal program planning and management support services to the Senior Assistant Deputy Minister and directors general in the Policy Sector.

Classes of Records

Federal Provincial and Regional Relations
DOC-PL-130
Description: Information on relations between the Department and the provincial or territorial departments responsible for communications and cultural affairs; information on the Department's Regional Dimension Action Plan and Economic Regional Development Agreements with the provinces. *Topics:* Communications: bilateral relations with provinces and territories; broadcasting; carriage; committees; conferences; co-operation and liaison; division of powers — constitutional matters; legislation and regulations; research; space; spectrum management; cultural affairs — provinces and territories; cultural industries; federal cultural agencies; heritage; Regional Dimension Action Plan; Economic Regional Development Agreements — provinces.

Information Services Branch

This branch plans and implements information activities to facilitate communications between the Department and the public, as well as communications within the Department. It provides information on the policies, programs and activities of the Department and informs departmental managers of the interests and concerns of the public and client organizations as expressed in the media and through correspondence, public meetings, and direct contact with information officers. Methods include planning communications programs and activities; publication of news releases, fact sheets, articles, newsletters, reports, brochures, pamphlets, posters, technical notes, books, photographs,

designs and slides; preparation and staffing of displays, exhibits, and audio-visual presentations; publication and preparation of information materials; operation of a departmental briefing centre and speakers' bureau; organization and staffing of news conferences, briefings, and special events; preparation of correspondence; operation of a media monitoring service.

Classes of Records

Information Services
DOC-PL-140
Description: Information on the planning, management and activities of Information Services. *Topics:* Public affairs; publications and creative services; audio-visual and exhibitions services. *Storage Medium:* Files, slides, photos, films, video cassettes.

Strategy and Plans Branch

This branch is responsible for defining the Department's strategic priorities and ensuring that they are consistent with overall government priorities. It provides direction in the development of policy in the fields of communications and culture. The branch also provides briefings to the Minister on all major departmental and agency proposals as well as those of other departments which have implications the Department of Communications. This involves the design and management of the corporate policy and strategic planning for the Department as a whole; the management of legislation and legislative amendments for the Department; and the management of Cabinet business for the Department, including liaison with central agencies.

Classes of Records

Legislation, Cabinet Liaison, and Planning
DOC-PL-150
Description: Information on legislative and Cabinet liaison processes and on strategic financial and policy planning. *Topics:* Telecommunications and broadcasting legislation; Crown corporations; regulatory reform; strategic planning.

The Technology and Industry Sector

The Technology and Industry Sector attempts to ensure that Canada's technological potential is used to the greatest economic and social benefit by enhancing Canada's advantages in the domestic and foreign markets. This involves fostering the development and application of advanced information and communications technologies and supporting the growth of industries creating, manufacturing and employing those technologies.

The Technology and Industry Sector is active in the identification and assessment of new technology, policy analysis and formulation, economic and marketing analysis, program and project management, and of communications and informatics. The sector is responsible for four branches: Technology and Policy Assessment, Industry and Economic Development, Applications Programs and Government Telecommunications.

Technology and Policy Assessment Branch

The role of the branch is to identify and assess the potential applications of new information and communications technologies against long-term trends in the economic and social environment and to identify the policy and standards issues relating to their introduction and application. It provides a planning service to the Technology and Industry Sector, to the Strategy and Plans Branch, and to other sectors and branches of the Department.

Classes of Records

Technology and Policy Assessment Activities
DOC-TI-200
Description: Information about technological trends and priorities and the technical, economic, institutional, regulatory and social impacts of those key technologies. *Topics:* Technology and industry — regulations and policy; telecommunications applications assessment; Telidon, artificial intelligence, Direct Broadcasting Satellite, Sharp project, mobile satellite, office communications systems, information technology; standards; technology forecasting; studies.

Industry and Economic Development Branch

This branch relies on its own specialists and co-operates with other departments and agencies to foster the orderly and efficient development and application of advanced information and communications technologies in Canadian industries creating, manufacturing and marketing those technologies for domestic and foreign markets. It assists the informatics and communications industries in exploring opportunities at home and abroad for goods and services through in-house economic analysis, marketing support, technological expertise and, research and development.

The David Florida Laboratory for the integration and testing of satellites is maintained and operated at the Communications Research Centre in support of Canadian industry and other government departments and agencies.

Classes of Records

Industry Development Program
DOC-TI-210
Description: Involves the complementary activities of economic development, industry development and marketing support to promote effective government leadership in the support of the space, informatics, and telecommunications industries. *Topics:* Program planning; reports and studies; industrial objectives and opportunities; industrial capabilities and requirements monitoring; government support; international bid support; marketing support; earth stations development; industrial aspects of cellualr radio.

David Florida Program
DOC-TI-220
Description: The David Florida Laboratory supports the Canadian aerospace and communications industries by operating environmental test facilities simulating conditions in space, by providing expert consultation on test programs and by developing integration and test techniques required by modern spacecraft. *Topics:* Facilities — certification; electronic support; electrical support; data processing system; radio frequency test; horizontal axis measurements system; spacecraft assembly; system test equipment; spin machines; thermal vacuum systems; vibration unit; integration and tests; satellite testing; Saudi Arabian satellite; ANIK-C; ANIK-D; Australian Domestic Satellite; Brazilian Domestic Satellite; Large Satellite; military satellite; mobile satellite; search and rescue satellite.

Applications Programs Branch

This branch manages major applications programs and projects designed to develop and test the concept and feasibility of new technologies and provides the management systems and services required by the sector. The branch is responsible for the Mobile Satellite (MSAT) Program, the Office Communications Systems Program, Telidon, and the Space Applications Program. It is also responsible for the implementation of new program activities to develop appropriate technologies and services that have been identified as opportunities for Canadian exploitation.

Classes of Records

Space Applications
DOC-TI-230
Description: Information on space systems development programs and satellite-related programs. *Topics:* Satellite Prime Contractor; Brazilsat Support, ESA Programs Management, Olympus (L-SAT) Program; ESA Communications Research and Development Programs.

Mobile Satellite Program
DOC-TI-240
Description: The Mobile Satellite Program (MSAT), begun in the latter part of 1980, exists to foster the development of new mobile telecommunications services in Canada. Phase B, currently underway, will define and design the MSAT demonstration system, develop the required technology, conduct commercial viability and socioeconomic benefit studies, define the post-launch MSAT communications program, assess policy and regulatory issues, and implementation phases. *Topics:* Program and project control; system description; committees and working groups; international liaison and agreements; program development; contracts and studies plan.

Telidon Exploitation
DOC-TI-250
Description: This program promotes the use of Telidon technology in Canadian industries and institutions by supporting the development of new and better content and applications. *Topics:* Content development; industrial applications; government and educational applications; data base management; software development; Telidon Information Management System; Public Access Exhibition System; Telidon impact assessment.

Office Communications Systems
DOC-TI-260
Description: The Office Communications Systems (OCS) Program, begun in 1981, is developing a Canadian industrial capability for supplying integrated electronic office systems by supporting field trials in federal government departments. *Topics:* Program planning; field trials; impact assessment; task forces, study and working groups; studies and research program.

Government Telecommunications Agency (GTA)

The agency provides shared and customized voice and data telecommunications services and facilities to federal departments and agencies. It is responsible for planning, establishing, and managing telecommunications facilities and services to economically satisfy the needs of federal departments and agencies. Designated as a mandatory common service organization providing telecommunications facilities and services for federal government users, the GTA is financed by a revolving fund and is managed on a full cost revenue dependent basis. The agency is included in the Technology and Industry Sector to facilitate a careful assessment of the role that the federal government market should play in the development of the Canadian industry. It will implement, as appropriate, communications and information handling technologies in the government environment.

Classes of Records

Government Telecommunications Program
DOC-TI-270
Description: The Government Telecommunications Program provides a full range of telecommunications facilities and services for federal departments and agencies, i.e., shared and customized voice and data, government of Canada telephone directories and, consulting and advisory services. In addition, the agency discharges functions for the overall planning and co-ordination of telecommunications services on behalf of the federal government. *Topics:* Systems — data, dedicated, voice, shared, inter-city network consolidation, teleconferencing; co-ordination — guidelines and standards, inter-departmental co-ordination, telecommunications projects, research, policy and planning.

Research Sector

The Research Sector plans, develops and manages communications reseach and development (R&D) in telecommunications, space, and information technologies, including work performed for industry and other government departments. It also formulates policy and conducts a comprehensive, multidisciplinary research and development program to foster the development and introduction of new communication systems, both terrestrial and in space, and encourages the development of the related industrial infrastructure. The sector is responsible for the four branches outlined below:

- Space Technology and Applications Branch
- Information Technology and Systems Branch
- Radar and Communications Technology Branch
- Research Policy and Planning Branch

Space Technology and Applications Branch

This branch is responsible for research and development programs leading to advanced satellite technology, systems, applications and services. It operates specialized laboratories and satellite communications facilities to carry out experimental projects using both Canadian and other satellites. The Space Technology Research and Development program involves the development of new concepts, techniques and equipment for satellite payloads and vehicles, and for the earth terminals and facilities needed to make effective use of satellites. The Space Systems and Applications Research and Development program deals with the development of space systems, applications and services. The branch also contributes to planning and policy formulation and to program and project management within the Department and in other departments.

Classes of Records

Space Applications Research and Development
DOC-RE-300
Description: Information on Canadian experimental satellites and satellite communications experiments. *Topics:* Space applications research; direct broadcast satellite studies; 30/20 GHz satellite trials; spectrum and orbit utilization studies; ANIK-B satellite — spacecraft, communication systems, pilot programs, proposals; spacecraft ground control — satellite communications, ISIS satellite; HERMES Communications Technology Satellite (CTS) — reports, experiments, operations, earth terminals; Radarsat.

Space Electronics Research and Development
DOC-RE-310
Description: Information on electronic subsystems, components and devices for space communications systems in the areas of millimeter wave, microwave, digital technology and reliability. *Topics:* Spacecraft transponders; earth terminals; antennas; device and component development; device and material reliability; spacecraft power systems and batteries.

Space Systems Research and Development
DOC-RE-320
Description: Information on the research and development of communications and other space systems and subsystems. *Topics:* Space communications systems research; military satellite communications; search and rescue satellite (SARSAT); mobile satellite communications; communications signal processing; low-cost satellite telephony terminals.

Space Mechanics Research and Development
DOC-RE-330
Description: Information on the research, design and development of spacecraft and their performance. *Topics:* Satellite orbits; satellite dynamics and control systems; satellite structures and mechanisms; satellite materials; system simulations, displays and graphics; solar arrays; in-orbit spacecraft experiments; research testing of control systems, flexible structures, thermal controls and materials for structures and mechanisms.

Space Technology Research and Development
DOC-RE-340
Description: Information on the overall program elements of space technology and applications research and development. *Topics:* Space research and development policy considerations; domestic and world space program activities; space technology transfer, branch program management and operations.

Information Technology and Systems Branch

The branch conducts a program of research and development in information technology and systems (i.e., informatics) in order to foster the orderly development and operation of communications for Canada. Areas of activity are; information technology, advanced information systems, networks and standards, behavioural research and artificial intelligence. The branch contributes to the development of communications policies, regulations and standards; provides expert advice and support to other federal departments and agencies; facilitates the development and introduction of new information technologies, systems and services; encourages Canadian industrial capability in the research, development and exploitation of information communications technology; and encourages Canadian scientific and technological achievement and recognition.

The Branch is responsible for the programs outlined below.

Information Technology Research and Development examines fundamental communications problems, develops technologies, and exploits the emerging related technologies.

Advanced Information Systems Research and Development examines the use of different technologies and techniques in systems designed to address specific information communications applications.

Networks and Standards Research and Development is concerned with the development and negotiation of beneficial standards for new network services and systems that enable people or computers to exchange information.

Behavioural Research examines the intellectual, creative and productive capabilities of human beings in information communications and related processes, especially human perceptual and cognitive processes, human behaviour, and the interaction between people and communications technology.

Artificial Intelligence Research and Development studies artificial or machine intelligence technologies in information communications.

Classes of Records

Information Technology and Systems
DOC-RE-350
Description: Information on research and development in information communications technologies and systems in Canada. *Topics:* Information technology; advanced information systems; networks and standards; behavioural research; artificial intelligence.

Behavioural Research
DOC-RE-360
Description: This bank contains reports, studies, field trial evaluations, surveys, and interviews involving individual reactions, views and opinions related to the intellectual, creative and productive capabilities of human beings in information communication and related processes, especially human perceptual and cognitive processes, human behaviour, and the interaction between people and communications technology. The reports themselves, published or unpublished, reflect collective human behaviour and not personal information about an individual. Personal information may be obtained in the process of preparing a report to establish the identity and credibility of the source. This information is not used for administrative purposes and is not arranged by or retrievable by personal identifiers. This form of personal information is normally retrievable only if specifics are provided concerning the report involved. The retention of information depends on the length of time it is needed for related research. It is active for the fiscal years that the project is active; otherwise, active for the current fiscal year; and thereafter, inactive but retrievable for the next two years, after which it is stored in archives.

Radar and Communications Technology Branch

The branch is responsible for the departmental research and development program in co-operation with Canadian industry and universities in the areas of radio-propagation, radio communications, fibre optics technology, electro-optical technology, radio and remote sensing technology, and systems for military and civil applications.

The branch is responsible for the programs outlined below.

The Optical Communications Program conducts applied research in fibre optics, opto-electronics and photonics, transfers new technology to industry, fosters the growth of a Canadian fibre optics industry, develops national and international fibre optics standards, supports related research in universities, and supports Department of National Defence requirements for fibre optics technology.

Military Communications Systems Development performs research and development for defence purposes. Its work includes development of modulation and coding techniques, anti-jam antenna systems, secure network protocols, high-speed signal processing, and data security systems.

The Radio Communications Directorate is responsible for the departmental research and development program on radio communications technology in co-operation withn Canadian industry and universities. It studies the performance of radio communications equipment in its operating environment (signal and noise environment, electromagnetic compatibility, and limitations that the propagation channel imposes on communications) for military and civil applications.

The Radio Propagation Laboratory is responsible for a research program on the transmission of radio waves in the very low frequency (VLF) through extra high frequency (EHF) bands, with a view to improving the design and management of analog and digital communication systems. The work is carried out partly in-house, partly under contracts with universities and industry, and partly through co-operative projects with the common carriers.

The Radar Research Laboratory is responsible for research and development on behalf of other departments. Most of the work is in support of the Department of National Defence. Activities include work on the development of radar systems in Canadian industry, studies and field measurements to assist in assessments of radar performance and in defining new requirements, consultation and assistance in connection with major radar procurement programs, and international collaboration on radar research and development.

Classes of Records

Radar Research
DOC-RE-370
Description: Radar research and development on behalf of other government departments. Activities include development of radar systems by Canadian industry to meet operational requirements,

studies and field measurements to assist in assessments of radar performance and in defining new requirements, consultation and assistance on major radar procurement programs, and international collaboration on radar research and development. *Topics:* Special radar projects — Radarsat; special radar tasks — consultation and assistance (Department of National Defence), Joint US-Canada Air Defence Study (JUSCADS), Low-Angle Clutter Measurements (MIT-Lincoln Labs); research and development for NORAD radar systems — space-based radar; radar data processing; adaptive radar research — experimental program, contract progress meetings; surface radar projects — maritime automatic detection and tracking, maritime low-angle tracking, sampled aperture technology; Airborne Radar Projects — signal processing, clutter studies, Multimode Radar Study; North Atlantic Treaty Organization (NATO); NATO Defence Research Group.

Radio Propagation
DOC-RE-380
Description: Information on the transmission of radio waves in the very low frequency (VLF) through the extra high frequency (EHF) bands and the design and management of analog and digital communication systems. *Topics:* VHF/UHF propagation studies, experiments and modelling; International Satellite for Ionospheric Studies; Space Shuttle/Waves in Space Plasmas project; VLF/LF/MF/HF studies and models; microwave propagation studies and experiments.

Radio Communications
DOC-RE-390
Description: Research and development in the area of radio communications technology, and the performance of radio communications equipment in its operating environment for military and civil applications. *Topics:* Radio communications technology — radio frequency environment, radio systems techniques; radio communications surveillance — high frequency radio findings, military communications.

Optical Communications
DOC-RE-400
Description: Information on applied research infibre optics, optoelectronics and photonics; transfer of new technology to industry; fostering of a Canadian fibre optics industry; national and international fibre optics standards; fibre-optics-related research in universities; military requirements for fibre optics technology. *Topics:* Research; field trials; military programs; reports on high data rate fibre optics communications; industry contracts; fibre optics standards.

Military Communications Research and Development
DOC-RE-410
Description: Information on military communications systems development and research and development for defence purposes — modulation and coding techniques, anti-jam antenna systems, secure network protocols, high-speed signal processing and data security systems. *Topics:* Communications systems; facilities — electronic data processing (EDP) systems, experimental communications equipment, on-site contract, military communications test, channel simulator, temporary sites, technical support; systems development — naval, strategic, land tactical (Army Systems); communications techniques — modulation and coding (signalling), antenna systems, secure information processing, spectrum management techniques.

Research Policy and Planning Branch

The branch plans, co-ordinates, formulates and reviews policy related to the Department's research program and is responsible for international collaboration and liaison. It is responsible for the programs outlined below.

The University Research Program develops centres of expertise in Canadian universities in the fields of communications and culture.

The Development of Space Subsystems and Components (DSSC) Program funds research and development contracts with Canadian industry to develop satellite communications technology required in future satellite systems.

The Interdepartmental Industrial Assistance Program co-ordinates the Department's participation in a number of research and development programs funded and administered by other departments and agencies, namely, the National Research Council's Program for Industry/Laboratory Projects (PILP) and Industrial Research Assistance Program (IRAP); Supply and Services Canada's Unsolicited Proposal and Source Development Fund programs; the protection of intellectual property administered by Canadian Patents and Development Ltd.; the Catalytic Seed Fund and the Intelsat Research and Development Program.

The Defence Program involves co-ordination and liaison with the Department of National Defence for departmental defence projects and support services.

Classes of Records

Research Policy and Planning
DOC-RE-420
Description: Information on the planning of the communications research programs and the development of policies to govern Canadian research in communications. *Topics:* Present status of communications; planning; technology; communications; space, industrial development; military; university research; development of space subsystems and components (Department of Supply and Services Canada); international collaboration.

The Canadian Work Place Automation Research Centre (Jeanne Sauvé Institute)

Targetted to open in late 1984 the new Canadian Work Place Automation Research Centre in Laval carries out research and development in all aspects of office automation. The Centre works closely with other branches of the department, private industry, and the Canadian scientific community to build a strong base of competence and expertise in Canada.

The Centre is responsible for the programs outlined below.

Integrated Systems Research and Development: This program will carry out research and development on integrated systems for the office of the future. Functions and services that are now handled independently will be merged so that an individual will have immediate access to a complete range of information handling services including conventional person-to-person and store-and-forward forms of communication; information storage and retrieval; voice, video and computerized conferencing; information manipulation, processing and augmentation; information distribution, control and management; human-to-machine and machine-to-machine communications and information display.

Advanced Work Place Technology Research and Development: This program will conduct research and development in new areas such as the development of specialized and advanced software systems supporting the office complex and the development of new intelligent office work stations.

Organizational/Societal Research: This program is designed to establish expertise and facilities at the Centre for Research and Development in various facets of work place automation and its impact on procedures and the structure of organizations. Activities will focus on:

- improving the productivity of organizations through special communications software and hardware, including training and focusing on organizational and social issues;
- developing better and more competitive products and services

through research and testbeds for product and service evaluation; and

- leading long-term conceptual research in co-operation with academic and other research institutions.

Scientific and Strategic Information Network: The Centre is a focal point for co-operation with related laboratories, both nationally and internationally, for information gathering and dissemination, and for co-operation with the private sector. It will maintain a knowledge network, co-ordinating national and international collaboration and a national and international exchange program. It will maintain a data base on office automation.

A network, designed to meet the needs of smaller firms in particular, will analyze the large amounts of available information and transform "state-of-the-art" knowledge into a directly accessible format, as an integral part of the technology transfer strategy of the Centre.

Classes of Records

Canadian Work Place Automation Research Centre
DOC-RE-430
Description: This class of documents will contain information about all the programs listed above, once the Centre is open and fully functional.

Spectrum Management Sector

The sector is responsible for providing service to users of the radio frequency spectrum, for the orderly growth of telecommunications facilities, and for delivery of all departmental programs through regional and district offices across the country.

The major components of the sector are the Telecommunication Regulatory Service and Regional Operations:

The Telecommunication Regulatory Service is responsible for the policies, standards, practices and procedures required to manage the radio frequency spectrum; centralized regulatory functions and the standardization, certification and type-approval of customer-supplied terminal equipment.

The Regional Organization consists of five regional offices and 48 district offices and sub-offices. They are responsible for managing and regulating the spectrum, managing government telecommunications services for regional client departments, and overseeing the Department's programs across the country.

The Spectrum Management Program: This program allocates radio spectrum to different categories of users; sets technical standards for radio equipment and systems; provides technical support to the CRTC; co-ordinates frequency planning and assignment with the United States and other countries; sets standards for spectrum pollution control; analyzes and evaluates technical submissions for the use of radio spectrum; issues renews and amends radio station licences; collects licence fees; issues radio operator certificates; monitors and inspects radio stations; investigates interference complaints; and initiates legal proceedings against suspected offenders.

The Terminal Attachment Program: This program ensures the orderly introduction of customer-owned telecommunications terminal equipment designed for connection to the telecommunications carriers' networks. More specifically, it develops national technical standards for terminal attachments, certifies equipment and lends technical support to the CRTC to resolve associated technical disputes.

Manuals

These manuals are available for examination at all regional and district offices and at the headquarters library:

- Policy Manual (PM) PM-1 Radio Licensing — This manual consolidates departmental policy relating to the licensing of radio services in Canada in accordance with the provisions of the *Radio Act*.

Radio Inspectors Manual (RIM) — RIM-1 General; RIM-1-1-Consolidation of legislation and regulations on telecommunications; RIM-2-Licensing procedures; RIM-3-Inspection-Aeronautical, Maritime Land Stations; Interference; RIM-4-Certificates-Examinations; RIM-7-Prosecutions.

Classes of Records

Spectrum Management Operations
DOC-SM-500
Description: This class of documents contains information on the application of the *Radio Act* and the development and administration of regulations. *Topics:* Call signs; procedures; standards and practices; regulations; spectrum management: computer system operation — data management, Assignment Licensing System (PIB 2004), General Radio Service Licensing System; interference — complaints and suppression; prosecutions — unauthorized installations; Radio Operator Certification Records; frequencies: co-ordination, amateur, experimental, private and public commercial, radio telephone, ships; monitoring (spectrum surveillance).

Engineering
DOC-SM-510
Description: This class of document contains information on technical standards and procedures for radio equipment and systems, the development and implementation of radio frequency plans and frequency assignment criteria. It also contains the Terminal Attachment Program standards and procedures. *Topics:* Equipment type approval; technical methods, practices and procedures, and standards; development and engineering; spectrum management: assignment and licensing subsystems, research, special projects, pilot projects, spectrum surveillance system, automated systems development.

Broadcast Regulations
DOC-SM-520
Description: This class of records contains information on the technical certification for the granting of broadcast licences by the Canadian Radio-television and Telecommunications Commission, technical standards for broadcasting equipment, development and implementation of radio frequency plans, and frequency assignment criteria and certification procedures. *Topics:* Call signs; technical methods; standards and procedures; broadcast and television engineering program; technical construction and operating certificates; frequencies: AM broadcasting, FM broadcasting, television.

Cultural Affairs Sector

In 1983-84, the Arts and Culture Sector was reviewed to clarify the Department's role in the cultural field and to integrate the sector more fully into the Department. The new Cultural Affairs Sector emphasizes both cultural policy development and program delivery.

Cultural Policies and Programs Branch

The branch analyzes policy issues and administers programs designed to stimulate the development of the cultural industries and to improve access to cultural products and activities. It conducts policy analysis on copyright, film and video, sound recording, books and periodicals, heritage, and the performing, visual and literary arts; analyzes social policy issues related to the application of new technologies; studies actual or expected impacts of new communication services and cultural initiatives; and provides advice to the Minister on the achievement of objectives by cultural agencies and boards reporting to the Minister.

Sector Planning and Corporate Policy Directorate

The Sector Planning Directorate defines strategic priorities and ensures their consistency with the priorities of the Department and the government, provides policy co-ordination for the sector and federal cultural agencies, and provides advice to the Minister on major sectoral and cultural agency proposals going to Cabinet as well as those of other departments that may affect the Cultural Affairs Sector.

Classes of Records

Planning: Cultural Affairs
DOC-AC-600
Description: Information on resource and policy planning. *Topics:* Strategic plan; financial statistics; cultural agencies; national service; organizations policy; cultural corporations policy; corporate policy.

Film, Sound Recording and Publishing Policy Directorate

The directorate formulates and implements policies to ensure the development of Canadian owned and controlled cultural industries and federal cultural agencies by promoting increased access by Canadians to Canadian cultural products; and to develop new Canadian talent and increase our share of the market at home and abroad.

Classes of Records

Film, Sound Recording, and Publishing Policy
DOC-AC-610
Description: Information on cultural industries in general, their markets, industry participants, related departmental and agency programs, industry associations and policy issues. *Topics:* Canadian ownership; imports and exports; federal cultural agencies: Telefilm Canada, National Film Board; foreign investments/FIRA; tax issues; financial assistance; training and development; postal subsidies.

Concessionary Postal Rates Subsidy for Publications

The Minister of Communications purchases postal rate discounts from the Canada Post Corporation for selected categories of mail, namely second-class newspapers and periodicals, library books, and books mailed by publishers. The Minister is responsible for setting the levels of discount and the eligibility criteria, while the Canada Post Corporation administers the program itself.

All requests for information on how to apply, postal rates and regulations, and program guidelines should be forwarded to Canada Post. The Department has information on the history of the program, its costs and policy-related issues (see DOC-AC-610).

Arts and Heritage Policy Directorate

This directorate develops policies for the achievement of national objectives in performing, visual and literary arts, and in the areas of museums, libraries and archives. It promotes co-operation among federal government departments and agencies and other governments in the achievement of these objectives.

Classes of Records

Museums, Libraries and Heritage Policy
DOC-AC-620
Description: Correspondence, memoranda and reports relating to museums, libraries and heritage policy issues. *Topics:* Heritage; historical resources; libraries; museums; Canada Museums Construction Corporation Inc.

Canadian Cultural Agencies
DOC-AC-630
Description: Correspondence, memoranda and reports relating to the policies, programs and operations of the following Canadian cultural agencies: National Library of Canada, National Museums of Canada, Public Archives Canada, Canada Council, and National Arts Centre. *Topics:* National Library: collections, organization and legislation, services; National Museums: accommodation, Canada Museums Corporation; National Museum of Man: collections; National Gallery of Canada: accommodation, collections, organization and legislation, programs and grants; National Museum of Science and Technology; Public Archives Canada: branches, collections and papers, organization and legislation, *National Archives and Records Act*, new legislation; Canada Council: organization and legislation, programs and development, requests for information and assistance; National Arts Centre: facilities, organization and legislation, financial policy, resident companies.

Performing, Visual and Literary Arts Policy
DOC-AC-640
Description: Correspondence, memoranda and reports relating to performing, visual and literary arts policy issues. *Topics:* Arts; performing arts; Capital Grants Program; music; theatre; dance; taxation: Canadian artists; tax issues and treatment of the artists; federal sales tax; tax expenditures; tax incentives and fiscal measures; Trade-in-Services (task force); visual arts; crafts; exhibitions and fairs; literary arts.

Social Policy Directorate

Classes of Records

Social Policy
DOC-AC-650
Description: This directorate formulates departmental social policy to enable the federal government to influence actual or expected impacts of new communications services and cultural incentives on Canadian society. *Topics:* Social policy development; social impact studies; technology assessment; Social Sciences and Humanities Research Council.

Copyright Policy Directorate

This directorate formulates, develops and recommends policy and associated legislation in the field of copyright, including protection for artists, creators and the industries engaged in the production and distribution of cultural products.

Classes of Records

Copyright Policy Development
DOC-AC-660
Description: Information on the formulation and recommendation of departmental copyright policy and associated legislative development at departmental and inter-departmental levels. *Topics:* Criteria for copyright protection; subject matter of protection; economic and moral rights of copyright owners; ownership of copyright; exceptions to protection; term of protection; infringement of copyright and remedies; briefs and submissions relating to the above; copyright-based industries; interfacing of communications; copyright policies.

Canadian Book Publishing Development Program (CBPDP)

This program promotes the development of the Canadian owned and controlled sectors of the book publishing industry in Canada. The program offers financial assistance to book publishers for various purposes.

A brochure explaining the program and the criteria used to evaluate applications is available free of charge from Information Services.

Classes of Records

Assistance to Book Publishers
DOC-AC-670
Description: Separate files are maintained for each application under the program's eight components. Files contain information on the corporate and financial status of the book publisher or industry group involved. Project specifications and all correspondence is included on file. The program also maintains an automated data bank with financial information on each applicant. *Topics:* Assistance programs: sales and marketing assistance; production of Canadian textbook and related materials; company analysis and implementation; project research and implementation; foreign rights marketing; professional development; research and documentation; export development; studies related to program performance.

The Canadian Film and Videotape Certification Program

This program promotes the development of film and videotape production in Canada by certifying film and videotape productions as being "Canadian". Canadians investing in these productions can deduct 100 percent of their investment from their taxable income. Information brochures on how to apply for certification and on statistics and general information are available.

Classes of Records

Canadian Film and Videotape — Certification
DOC-AC-680
Description: An automated information bank containing information on applications from producers for certification of their film and videotape productions. An additional manual and automated filing system exists containing individual application forms and supporting documentation. *Topics:* Numbers of certified shorts and features by year, total budgets, percentages of key creative Canadians used by year, percentages of remuneration paid to Canadians; special requests for statistics wherever possible; individuals performing key creative functions, percentages of Canadian costs, location and time of shooting, as well as such confidential information as budgets, prospectuses and audited statements. This class of documents contains personal information of creative personnel, such as name, address and citizenship, which is listed in further detail in the Privacy Index.

Canadian Content and the Incentive Policy Information
DOC-AC-690
Description: Information on policies of various government bodies and trade associations relating to the Capital Cost Allowance Program. *Topics:* Information on policy matters relating to Canadian content and tax incentives of bodies such as the Canadian Association of Motion Picture Producers; Canadian Film and Television Association; Canadian Radio-television and Telecommunications Commission; Telefilm Canada; Institut Québecois du cinéma; Alberta Film Development Corporation; Revenue Canda; Department of Finance; documents dealing with various policy issues related to the Capital Cost Allowance Program.

Special Program of Cultural Initiatives

The program provides financial assistance to non-profit Canadian cultural organizations to support specific projects in the following categories: management development, the innovative use of new technology for cultural purposes, new buildings or renovations or repairs to existing buildings, and special events of national significance.

A brochure explaining the program and the criteria used to evaluate applications is available free of charge from Information Services.

Classes of Records

Special Program of Cultural Initiatives: Applications for Financial Support
DOC-AC-700
Description: Information concerning projects for which financial support has been requested from the program. *Topics:* Management and viability of cultural organizations; special activities and events; capital projects.

Program of Insurance for Major Travelling Exhibitions

The program provides insurance for national and international travelling exhibitions in Canada that have a value of $1 million or more. Insurance coverage is provided under a master insurance policy to qualified museums, galleries, archives and libraries, upon application.

Classes of Records

Application for Insurance: Travelling Exhibitions
DOC-AC-710
Description: The program maintains separate files on each application for insurance coverage from a Canadian museum, gallery, archive or library. The files contain information regarding the facilities of the applying institution, details of the materials making up the travelling exhibition in question and their value, and correspondence relating to the application. *Topics:* Insurance for travelling exhibitions; museums; galleries; archives; libraries.

Cultural Property Export and Import Act

The purpose of the *Cultural Property Export and Import Act* is to preserve, in Canada, the best examples of our heritage in movable cultural property. This is accomplished by:

- certification for tax purposes by the Canadian Cultural Property Export Review Board of objects donated or sold to designated institutions;
- implementation of an export control system; and
- provision of grants to designated institutions to repatriate cultural objects or purchase them when export permits have been refused.

The Act also enables Canada to be a signatory to the 1970 UNESCO Convention on the illicit import, export and transfer of ownership of cultural property.

An annual report outlining the activities of the Movable Cultural Property Review Board and the Movable Cultural Property Secretariat is available from Information Services. Also available is a booklet entitled "A Detailed Introduction to the Cultural Property Export and Import Act". Information circulars are available to prospective applicants.

The Canadian Cultural Property Export Review Board, listed separately, has a greater interest in those records relating to applications for the certification of cultural property, and in those records relating to applications for cultural property export permits. Enquiries about these records should be directed to the Access to Information Co-ordinator, Canadian Cultural Property Export Review Board.

Classes of Records

Movable Cultural Property: Policy and Activities
DOC-AC-730
Description: This class of documents contains information about the departmental activities related to the *Cultural Property Export and Import Act*. It includes files on the administration of the *Cultural Property Export and Import Act*, the applications for designation of

institutions and public authorities as eligible recipients of cultural property grants, loans and tax certificates: applications for grants and loans, and files on applications for export permits. *Topics:* Purpose of the Act, amendments and associated instruments; policy concerning patriation of cultural objects, certification for tax purposes, export and import control; case files of illegal imports and exports; designation of eligible institutions; cultural property grants and loans; export permits; cultural property export control; cultural property protection in other countries.

Personnel and Administration Sector

This sector is responsible for providing essential support services to the programs of the Department. These services include the following: information systems and computer services, administrative and technical services, official languages, personnel services and, security and communications support services. Information about these activities is listed in the standard banks, with the exception of the Security and Communications Support Services Branch, which performs a number of specialized functions.

Security and Communications Support Services Branch

In addition to the services it provides to the Department in the areas of security education, enforcement and clearances, health, safety and fire prevention, the branch provides support to the entire government in the areas of communications security and emergency telecommunications planning.

Communications Electronic Security

The branch is responsible for providing guidance and support on communications electronic security (COMSEC) to all federal departments and agencies that do not possess their own expertise in this area and to Canadian industry through membership on the RCMP Security Evaluation Inspection Team. It participates in policy formulation, evaluation of training needs, planning of cost-effective systems, and engineering, including the selection, implementation and maintenance of cryptographics systems.

Classes of Records

Communications Electronic Security

DOC-PA-800

Description: Information on the communications electronic security (COMSEC) program in relation to the Department's mandate to provide advice and guidance to most federal departments and agencies, the development of COMSEC doctrine and policy formulation and the provision of engineering support and co-ordination of equipment acquisition. *Topics:* COMSEC policy, COMSEC equipment and COMSEC support.

Emergency Communications Planning

Through the management of this program, the branch plans and prepares to ensure that Canada's telecommunications resources are able to provide essential communications for government, industry, and the public during national emergencies including war. The four main activities are:

- the implementation of emergency programs to provide warning and information to the public, enhance the survivability of essential communications, and provide priority restoration of vital communications during an emergency. This will involve the emergency broadcasting service and national warning system; the implementation of the line load control program and circuit restoration priorities program; the identificaton and protection of vital points; and emergency response to communications requirements at the scene of a disaster;
- the development and application of telecommunications regulations and controls to ensure that essential communications services are available during a crisis situation and that these services do not provide assistance to an enemy during war. This entails the organization and administration of a national emergency agency for telecommunications, including a headquarters group and a regional group in each province. This activity requires liaison with the United States and other NATO countries to maximize compatibility and co-ordination of telecommunications networks. The training of all staff involved in telecommunications crisis management and for participation in national, NORAD and NATO exercises is an ongoing requirement;
- provision of support to other federal departments, agencies and provincial emergency organizations in developing the communications portion of their emergency planning documents and co-ordinating the communications response to emergencies when they arise; and
- the development of plans for and the application of telecommunications censorship during a wartime situation.

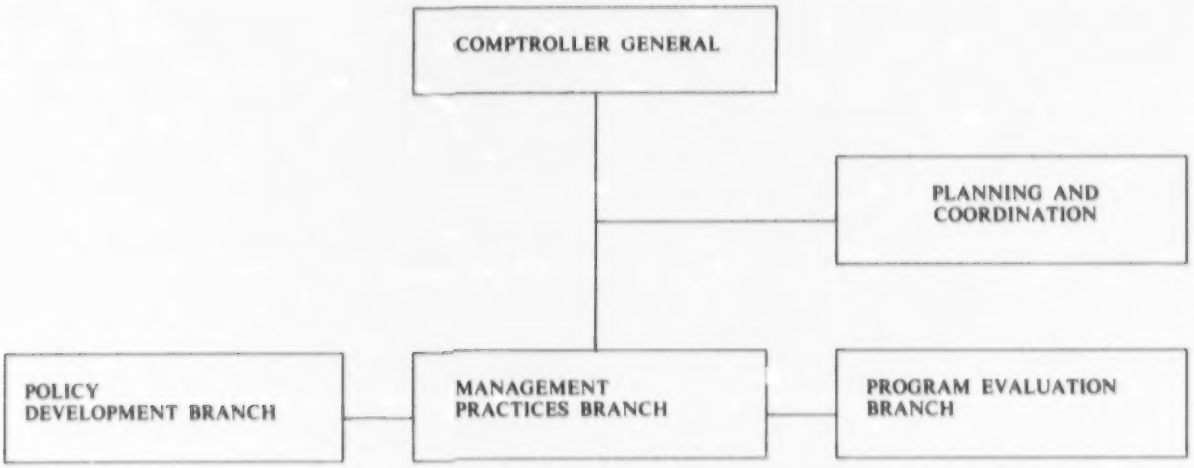
Classes of Records

Emergency Telecommunications

DOC-PA-810

Description: Information on emergency telecommunication planning in support of the Department's mandate summarized in Emergency Planning Order PC 1981-1305 dated 21 May 1981. *Topics:* Emergency measures and crisis management; inter-departmental committee on emergency planning; civil emergency preparedness: Canada, emergency programs, contingency plans, national warning system, emergency broadcast system, emergency planning and support by regions, NATO, US/Canada, military and civil exercises.

Office of the Comptroller General



- Financial and management accounting and reporting policies
- Technical and policy implementation advice to departments and agencies
- Specifications for financial systems
- Participation in the recruitment and development of financial officers
- Policies, guidelines, standards and implementation advice on internal audit
- Coordination and preparation of the government's response to the Auditor General's Annual Report

- Improvement in Management Practices and Controls (IMPAC) project
- Special management projects, departmental and interdepartmental

- Policies, guidelines and standards on program evaluation
- Policy implementation advice and assistance to departments and agencies
- Monitoring of evaluation practices
- Participation in the training and development of managers and practitioners of program evaluation

ACCESS TO INFORMATION
CO-ORDINATOR
OFFICE OF THE COMPTROLLER
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Background

The position of Comptroller General of Canada was created by Bill C-10, an amendment to the *Financial Administration Act*, on June 30, 1978. The Comptroller General reports to the President of the Treasury Board.

The role of the Office of the Comptroller General (OCG) is to see to the establishment and maintenance of sound management practices in the federal government.

OCG officials work with program managers and departmental specialists to establish policy and to give advice on management practices, particularly in areas such as financial and management accounting and reporting, internal audit, and program evaluation.

The Office of the Comptroller General has three branches and a small Planning and Co-ordination staff support unit.

Access Procedures

Access to Information and Privacy Co-ordinator
Office of the Comptroller General of Canada
Place Bell Canada
20th floor N.E.
160 Elgin Street
Ottawa, Ontario
K1A 1E4
Telephone: (613) 593-6480

Office of the Comptroller General

Classes of Records

Comptroller General
OCG-10
Description: Information on committees that the Comptroller General chairs and those of which he is a member, such as the Treasury Board Secretariat Advisory Committee (TBSAC); Committee of Senior Officials (COSO) and Cabinet Committee on Government Operations; also historical records such as the Federal Business Development Bank Loan Applications.

Auditor General
OCG-30
Description: Information on the Office of the Auditor General and general correspondence between the Office of the Auditor General and the Office of the Comptroller General. *Topics:* Study of Procedures in Cost-Effectiveness (SPICE).

Improvement of Management Practices and Controls
OCG-40
Description: General information on the establishment of Improvement of Management Practices and Controls (IMPAC) project.

Parliamentary Matters
OCG-50
Description: General information on parliamentary matters. *Topics:* Minister's House Book.

Management Practices Branch

The branch works with deputy ministers and departmental senior managers to ensure that departments develop, use and implement sound management practices tailored to their needs, and an integrated approach to financial and non-financial planning and reporting, to improve management practices and controls.

Co-operation between the branch and the departments takes the form of an OCG survey to identify areas where improvements are needed, an action plan by each department to carry out the improvements, and the implementation of the plan, which is carried out by the department and monitored by the OCG.

The Management Practices Branch also manages and/or participates in the conduct of special management projects that are both departmental and interdepartmental in nature.

Manuals

- Branch Policies and Procedures Manuals

Classes of Records

Management Practices
OCG-60
Description: General information on the Cabinet Committee; central agency requirements; departmental contacts; Expenditure Management Framework; liaison, management consultants; Project on Operational Control in Scientific Research; training and development.

Conferences, Meetings, Presentations, Speeches
OCG-70
Description: Information on conferences, meetings, presentations, and speeches on a wide variety of subjects pertaining to the improvement of management practices and controls.

Improvement of Management Practices and Controls
OCG-80
Description: Information on improvement of management practices and controls, Surveys I, II, III; the development and implementation of action plans (including monitoring); Implementation Assistance Program (IAP), departmental strategies, and anniversary meetings. *Special Access Note:* Action plans are produced by departments and are their property.

Policy Development Branch

The branch develops and maintains financial and management accounting policies for the Government of Canada and offers technical and implementation advice to departments and agencies on these policies. It also provides specifications for the development of financial systems in government, and participates in the recruitment and development of financial officers in departments.

The branch is also responsible for reporting policies in the federal government, including the form and content of the Estimates and the Public Accounts. The Policy Development Branch also develops, maintains, monitors and helps departments to implement policies, guidelines and standards for internal audit in the Government of Canada. Finally, the branch is responsible for the co-ordination and preparation of the government's response to the Auditor General's Annual Report.

Manuals

- Glossary of Financial Terms
- Internal Audit Handbook
- Performance Measurement Manual
- Specifications for Departmental Systems Manual
- Catalogue of Financial Systems
- Treasury Board Guide on Financial Administration
- Accounting and Reporting Handbook
- Guide to the Estimates of the Government of Canada

Classes of Records

Policy Development
OCG-90
Description: Policies for financial administration in departments and agencies of the Government of Canada; accrual accounting; Canada Year Book; common services; interdepartmental charging; lease or buy; legal opinions; legislation; mail management; accounting studies implementation plan; Public Works Canada revenue dependency;

review of Supply and Services Canada implementation resources; Royal Commission on Financial Management and Accountability (Lambert Commission); Department of Finance Canada monthly reports on the standard rate of exchange; transfer of cost between departments.

Accounting and Control of Expenditures
OCG-100
Description: Information on the delegation and communication of financial signing authorities by ministers and deputy heads in a manner that provides controls on the disbursement of public money through adequate enforcement of an appropriate division of responsibilities. *Topics:* Account verification and payment requisitioning; accounting for inventories; control of Receiver General cheques; accounting and control procedures; cheque issue security and bank losses; corporate credit card; departmental bank accounts; grants and contributions; Payable at Year End (PAYE); standard payment period and interest payment policies; pay procedures; petty cash.

Accounting and Control of Revenue and Accounts Receivable
OCG-110
Description: Information on controls of the operational and financial systems of the Government of Canada. *Topics:* Collection and deletion of debts due the Crown; interdepartmental settlements; standing advances; Standing Interdepartmental Committee.

Acts
OCG-120
Description: Information on certain acts that apply to the Public Service of Canada such as the *Adjustment of Accounts Act*.

Auditor General
OCG-130
Description: Information on the *Auditor General's Act;* and the independent review committee on the Office of the Auditor General (Wilson Committee) and reports.

Budgetary Control
OCG-140
Description: Information on Governor General's warrants; commitment accounting; managerial control of budgets.

Budget Preparation
OCG-150
Description: General information on budget preparation, program planning and budgeting.

Classification of Accounts and Transactions
OCG-160
Description: Information on classification and coding of financial transactions of the Government of Canada. *Topics:* Classification and coding project; expenditure and revenue coding; study of classification and coding of financial transactions (N.G. Ross Study, 1973-75).

Cost-effective Management Controls
OCG-170
Description: General information on cost control, departmental responses and revenue and cost recovery.

Crown Corporations
OCG-180
Description: General information on Crown corporations; also their audit, financing and mailing lists.

Departmental Inquiries
OCG-190
Description: Information on inquiries to the Office of the Comptroller General of Canada from departments and agencies on subjects where no specific class of records exists.

Financial Administration Evaluation
OCG-200
Description: A study to evaluate the results of the transfer of financial responsibilities to departments and agencies from central control agencies. *Topics:* Canadian Radio-television and Telecommunications Commission (CRTC); Environment Canada; Health and Welfare Canada; Veterans Affairs Canada.

Government Reporting
OCG-210
Description: General information on government reporting of public expenditures. *Topics:* Public accounts; reform of the main estimates; revolving funds and working capital advances; study of the accounts of Canada (N.G. Ross Study 1973-75); valuation of recorded assets.

Internal Audit
OCG-220
Description: Information on internal auditing within the federal government: the systematic, independent review and appraisal of all departmental operations, including administrative activities, for the purpose of advising the Deputy Minister and senior managers on the efficiency, economy and effectiveness of the internal management practices and controls; internal audit input into program evaluation activities, as warranted; and policy statements, guidelines and standards by the Office of the Comptroller General of Canada to departments and agencies. *Topics:* Audit and evaluation; committees; employment and staffing; improvement of management practices and controls; action plans, Survey I, II; long-term audit plans; performance assurance; research projects; Study of Internal Audit; liaison.

Liaison
OCG-230
Description: Information on the exchange of information between the federal government and provincial and territorial governments, universities, foreign countries and accounting associations.

Management of the Financial Function
OCG-240
Description: General information on the management of government finance; also the improvement of management practices and controls.

Operational Management and Systems
OCG-250
Description: Information on the periodic performance measurement, by departments and agencies of the federal government whose programs are subject to Treasury Board review, of the effectiveness and efficiency of their operations. *Topics:* Annual EDP reports and plans; committees, commissions; departmental financial reporting systems (TIMAC); liaison — commercial suppliers, departments and agencies; performance measurement — development and implementation, IMPAC, program forecast analysis, projects, administrative overhead, food inspection, reports, reviews; publications; specifications for departmental systems — introduction, managerial control systems, financial and operational control systems, appendices; Study of Duplication of Financial Reports; systems inventory; systems projects. *Retrievability:* Files are arranged by subject, department, agency, committee, commission, province, territory, commercial supplier, project and manual.

Professional Development
OCG-260
Description: Information on the planning and direction of human resources development in the federal public service. *Topics:* Classification, organization, staffing; committees — Interdepartmental Advisory Committee on Financial Administration Development (IACFAD); courses — departmental programs, Financial Officer Recruitment and Development Program (FORD), Government Expenditures Management (GEM), resourcing; liaison — universities;

seminars; studies; professional development — classification, organization, staffing — benchmark.

Regulations
OCG-270
Description: Information on regulations that apply to the federal public service, such as the Public Officers' Guarantee.

Program Evaluation Branch

The branch is responsible for seeing that departments implement Treasury Board policy on program evaluation. This branch works with departments and agencies to ensure that periodic, critical and objective examination of programs becomes an established practice in the management of the public service. The principal activities of the Program Evaluation Branch include the definition of government-wide policies and standards for program evaluation; advice and assistance to departments in the development and ongoing operation of this function; participation in the training and development of managers and practitioners of program evaluation; monitoring the quality of evaluation products; and, in conjunction with other central agencies, establishing government-wide and departmental procedures for the use of evaluation information.

Manuals

- Guide on the Program Evaluation Function
- Principles for the Evaluation of Programs

Program Evaluation
OCG-280
Description: Information on various policy and operational program evaluation projects carried out by the branch.

Committees
OCG-290
Description: Information on committees dealing with program evaluation. *Topics:* Parliamentary Review of Program Evaluation (White Paper).

Departmental Program Evaluation Operations
OCG-300
Description: Information on the development and implementation of program evaluation in departments and agencies.

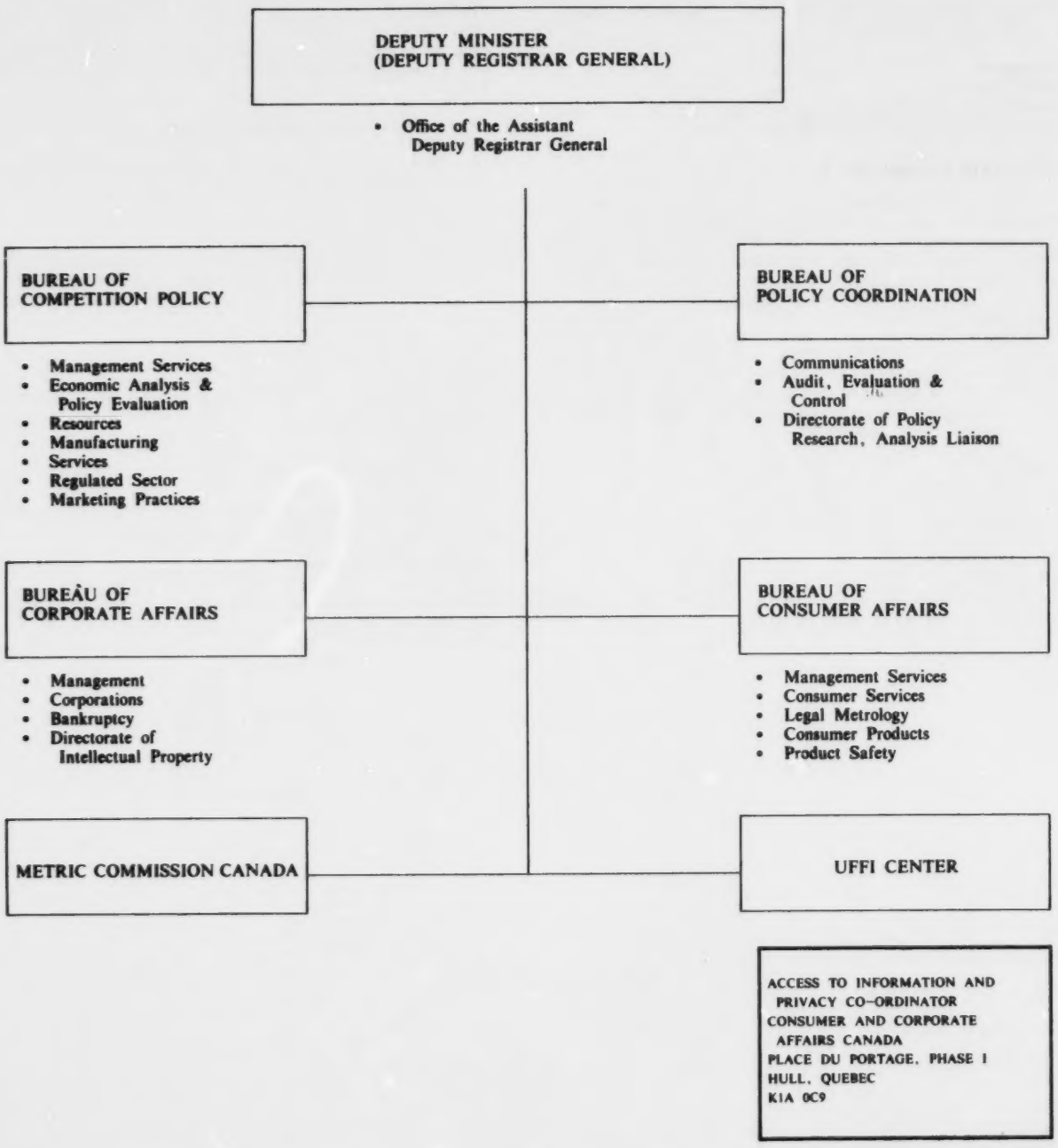
Liaison
OCG-310
Description: Information on co-operation and exchange of information on program evaluation matters with foreign governments, institutions, private citizens, provinces, universities, departments and agencies.

Task Force on Program Evaluability
OCG-320
Description: Information on the establishment of a task force to work with departments to plan for the effective use of program evaluation in departmental management.

Techniques and State of the Art
OCG-330
Description: Bibliography; operational and internal audit; program evaluability criteria; zero base budgeting; and A-Base Review.

Training and Development
OCG-340
Description: Information on training and development in the field of program evaluation.

Department of Consumer and Corporate Affairs



Background

The Department of Consumer and Corporate Affairs was created in 1967 to bring together, as much as was practical, federal law governing the marketplace.

Its legislation and policies are designed to stimulate efficiency and productivity among suppliers of goods and services and to promote fair economic treatment in commercial transactions for all concerned.

The Department is organized into four bureaus: Consumer Affairs, Competition Policy, Policy Co-ordination and Corporate Affairs. The work of the bureaus is supported by three service branches and field staff in the Atlantic, Quebec, Ontario, Prairie and Pacific regions. The Department is also responsible for the administration of the Metric Conversion Program, and the UFFI Assistance Program.

The Deputy Minister, who is also the Deputy Registrar General of Canada, is supported by the Finance and Administration Directorate, the Personnel Branch and the Departmental Secretariat.

Laws and Regulations

- An Act Respecting the Use of the Expression "Parliament Hill"
- Bankruptcy Act
- Bills of Exchange Act (ss.188-192)
- Boards of Trade Act
- Canada Agricultural Products Standards Act — enforcement of regulations related to the products at the retail level
- Canada Business Corporations Act
- Canada Co-operative Associations Act
- Canada Corporations Act
- Canada Dairy Products Act
- Combines Investigation Act
- Companies' Creditors Arrangement Act
- Department of Consumer and Corporate Affairs Act
- Consumer Packaging and Labelling Act
- Copyright Act
- Electricity Inspection Act
- Farmers' Creditors Arrangement Act
- Fish Inspection Act — fish inspections in retail trade
- Food and Drugs Act — enforcement of regulations respecting deception; health and safety aspects of food administered by Health and Welfare Canada
- Gas Inspection Act
- Government Companies Operation Act
- Hazardous Products Act
- Hudson's Bay Company Act
- Industrial Design Act
- Insurance Companies, Canadian and British (ss.4.1, 4.3, 4.5)
- Interest Act
- Maple Products Industry Act
- National Trade Mark and True Labelling Act
- Patent Act
- Pension Fund Societies Act (ss. 4, 6, 7)
- Precious Metals Marking Act
- Public Documents Act
- Public Officers Act
- Public Servant Inventions Act (s.4)
- Seals Act
- Shipping Conferences Exemption Act (s. 12)
- Tax Rebate Discounting Act
- Textile Labelling Act
- Timber Marking Act
- Trade Marks Act
- Trade Unions Act
- Urea Formaldehyde Insulation Act
- Weights and Measures Act
- Winding-Up Act (Part I)

Bureau of Consumer Affairs

The Bureau promotes and protects the consumer interest in the marketplace, thus contributing to the viability and integrity of the market economy.

The legislation it administers includes the *Hazardous Products Act*, the *Consumer Packaging and Labelling Act*, the *Textile Labelling Act*, the *National Trade Mark and True Labelling Act*, the *Tax Rebate Discounting Act*, the *Weights and Measures Act*, the *Electricity Inspection Act* and the *Gas Inspection Act*. Compliance with the legislation is sought by means of trader information, inspection, persuasion and, ultimately, prosecution.

The Bureau is responsible for enforcing, at all levels of trade, legislation respecting manufactured foods; and, at the retail level only, legislation respecting agricultural food products.

The Bureau also promotes and protects the consumer interest through consumer information, advocacy within government and with industry, and by financial and technical support of consumer groups.

The Bureau is organized into five headquarters branches: Consumer Products, Consumer Services, Legal Metrology, Product Safety and Management Services; and five regional directorates: Atlantic (Dartmouth), Quebec (Montreal), Ontario (Toronto), Prairie (Winnipeg) and Pacific (Vancouver). Services are available at 58 locations in Canada. In general, the branches are responsible for the development of policies and programs, while regional directorates are responsible for the adaptation and implementation of programs in their respective regions.

Bureau of Competition Policy

The chief responsibility of the Bureau of Competition Policy is the administration of the *Combines Investigation Act*.

The purpose of the *Combines Investigation Act* is to help maintain effective competition to achieve maximum production, distribution and employment in a mixed system of public and private enterprise. To this end, the legislation seeks to eliminate certain practices that restrain trade and to overcome concentrations that tend to prevent the economic resources of Canada from being used most advantageously for all. The Act also contains provisions against misleading advertising and deceptive marketing practices.

In addition, the Director of Investigation and Research is empowered to appear before various regulatory bodies in Canada to make representations in support of the expansion or maintenance of competition in regulated markets.

The Bureau also promotes public understanding of the content and scope of the Act and of the economic and social significance of an effective competition policy, and it represents Canada's interest in international competition policy issues.

Bureau of Policy Co-ordination

The Bureau is responsible for research and policy analysis activities, as well as liaison with external organizations in the area of consumer and corporate affairs. The bureau ensures the co-ordination of all communications and policy-related activities and undertakes reviews

of legislation administered by the Department. It has overall responsibility for evaluating and periodically auditing all departmental programs, and it co-ordinates planning activities at the corporate level. It is organized into three operational units: the Policy Research, Analysis and Liaison Directorate; the Communications Branch; and the Evaluation, Audit and Control Branch.

Bureau of Corporate Affairs

This Bureau seeks to provide a legal framework for the orderly conduct of business. It incorporates federal, commercial and non-profit corporations, regulates bankruptcy proceedings for insolvent companies and individuals, and licenses and supervises trustees in bankruptcy. It also encourages invention, innovation and creativity in Canada, through the granting of exclusive property rights for inventions (patents), trademarks, industrial designs and copyright of original literary, dramatic, musical and artistic works. Inventors and originators can thus control the copying of their creations, derive profit from them and make them known to all Canadians.

Metric Commission

Metric Commission Canada was established by Order-in-Council PC 1971-1146 of June 10, 1971 for the purpose of advising the Minister on plans for conversion to the metric system in Canada. The Commission consists of a committee which comprises eight Commissioners and a Chairman, who are Governor-in-Council appointees.

The Commission comprises four directorates: Executives, Special Projects, Sector Programs, and Communications. To accomplish its tasks, the Commission has organized some 100 sector committees, each representing an industry or group of related interests, involving over 2000 members from all sectors of the economy. These committees are charged with planning, scheduling, implementing and monitoring metric conversion in their respective sectors. Metric Commission Canada manages the activities of these committees by conducting studies and surveys, organizing meetings, providing planning and monitoring methodology, and collecting and distributing information as required. The staff also maintain liaison with standards organizations, federal and provincial government departments and agencies, and relevant organizations in the United States on metric conversion matters. In addition, the Commission staff help develop and implement public sector awareness campaigns and also disseminate general information on metric conversion.

UFFI Information and Co-ordination Centre

The Urea Formaldehyde Foam Insulation (UFFI) Information and Co-ordination Centre was created in June 1981 to administer the technical and financial assistance program for homeowners with UFFI. This program, announced on December 23, 1981, by the Minister of Consumer and Corporate Affairs, was established to co-ordinate the action of federal agencies and departments involved in this issue, namely, Health and Welfare Canada, the National Research Council and the Canada Mortgage and Housing Corporation; to provide technical advice and assistance to registered homeowners on necessary remedial measures; and to reimburse registered homeowners up to an amount of $5,000 for the costs incurred in the execution of the remedial measures, including total removal, and those homeowners who, as of August 4, 1982, had already proceeded with remedial measures, including total removal, or who were in the process of doing so.

The *Urea Formaldehyde Insulation Act* was proclaimed in force on October 25, 1982.

Office of the Registrar General

The Office is responsible for implementing major aspects of the federal government's conflict of interest policy. It also registers instruments and documents issued under the Great Seal of Canada, the Seal of the Registrar General of Canada and the Privy Seal of the Governor General.

Departmental Secretariat

The Departmental Secretariat is responsible for facilitating, co-ordinating and controlling the quality of contents, deadlines and consistency between the Department's policies and those of the government, with respect to written communications between the Minister, Deputy Minister and the Department, as well as communications between the Minister and Deputy Minister and government departments and agencies, the Privy Council Office, private associations and the general public.

The Secretariat has the responsibility for applying the legislation on access to information and the protection of privacy. The Secretary is also responsible for the departmental Status of Women plan of action.

The general administration of finance, material and property, records and information systems, and library services is carried out by the Finance and Administration Directorate.

The Personnel Branch is responsible for administering the personnel management system within the Department, and for providing service to departmental management and employees for the personnel functions of planning and staffing; training; organization and classification; staff relations and pay and benefits; affirmative action; official languages; occupational health and safety, security, and fire and emergency; counselling; and personnel management information.

Key Contacts

General Information

Pamphlets, brochures, handouts and guidebooks covering a wide variety of the programs and services offered by Consumer and Corporate Affairs may be obtained from

Communication Services
22nd floor
Place du Portage, Phase I
50 Victoria Street
Hull, Quebec
K1A 0C9
Telephone: (819) 997-3284

or

Library
14th Floor
Place du Portage, Phase I
50 Victoria Street
Hull, Quebec
K1A 0C9
Telephone: (819) 997-1632

This material is also available in all regional and district offices. A list of addresses is included.

Metric Commission

Information and publications, such as pamphlets, brochures and handouts on metric conversion, may be obtained from:

Communication Services
Metric Commission Canada
255 Argyle Avenue, 3rd floor
Ottawa, Ontario
K1A 0C9
Telephone: (613) 996-4000

UFFI Information and Co-ordination Centre

Information on the federal assistance program and material such as brochures, bulletins, information notes and all forms relative to the federal assistance program or the *Urea Formaldehyde Insulation Act* may be obtained from:

Communication Services
UFFI Centre
Place du Centre, 4th floor
200 Promenade du Portage
Hull, Quebec
K1A 0C9
Telephone: (819) 994-0921

Specific Programs and Services

Inquiries on specific programs and services should be addressed to the bureau responsible for their application.

Headquarters

Consumer and Corporate Affairs Canada
Place du Portage, Phase I
50 Victoria Street
Hull, Quebec
K1A 0C9

Metric Commission
255 Argyle Avenue
Ottawa, Ontario
K1A 0C9

Regional Offices

Atlantic Region

Consumer and Corporate Affairs Canada
Queen's Square
45 Alderney Drive, 17th floor
Dartmouth, Nova Scotia
B2Y 2N6

Quebec Region

Consumer and Corporate Affairs Canada
Complexe Guy-Favreau, 200 Dorchester Boulevard West
Suite 534, East Tower
Montreal, Quebec
H2Z 1X4

Ontario Region

Consumer and Corporate Affairs Canada
Federal Building, 6th floor
4900 Yonge Street
Willowdale, Ontario
M2N 6B8

Prairie Region

Consumer and Corporate Affairs Canada
260 St. Mary Avenue
Winnipeg, Manitoba
R3C 0M6

Pacific Region

Consumer and Corporate Affairs Canada
1400 — 800 Burrard Street
Vancouver, British Columbia
V6Z 2H8

District Offices

Atlantic Region

Consumer and Corporate Affairs Canada
Burnside Industrial Park
Windmill Place
1000 Windmill Road, Suite 1
Dartmouth, Nova Scotia
B3B 1L7

Consumer and Corporate Affairs Canada
K-Mart Plaza
340 Welton Street
Sydney, Nova Scotia
B1P 5S4

Consumer and Corporate Affairs Canada
Standards Building
295 Bayside Drive
Saint John, New Brunswick
E2J 1B1

Consumer and Corporate Affairs Canada
Federal Building
633 Queen Street, 2nd floor
Fredericton, New Brunswick
E3B 1C3

Consumer and Corporate Affairs Canada
Terminal Plaza
1222 Main Street, 3rd floor
Moncton, New Brunsiwck
E1C 1H6

Consumer and Corporate Affairs Canada
Dominion Building
97 Queen Street
3rd floor, Room 318
Charlottetown, Prince Edward Island
C1A 4A9

Consumer and Corporate Affairs Canada
Sir Humphrey Gilbert Building
Duckworth Street
St. John's, Newfoundland
A1C 1G4

Quebec Region

Consumer and Corporate Affairs Canada
2025 Fullum Street
Montreal, Quebec
H2K 3N5

Consumer and Corporate Affairs
1410 Stanley Street
Suite 1000, 10th Floor
Montreal, Quebec
H3A 1P8

Consumer and Corporate Affairs Canada
1335 King West, Office 402
Sherbrooke, Quebec
J1J 2B8

Consumer and Corporate Affairs Canada
Galerie Syndicat Paquet
410 Charest Boulevard East, 4th Floor
Quebec, Quebec
G1K 3J1

Consumer and Corporate Affairs Canada
222 Des Forges Street, 2nd floor
Trois-Rivieres, Quebec
G9A 2G8

Consumer and Corporate Affairs Canada
Quebec Area Office
940 Chabanel Street
Chicoutimi, Quebec
G7H 5W2

Ontario Region

Consumer and Corporate Affairs Canada
25 St. Clair Avenue East, 7th floor
Toronto, Ontario
M4T 1M2

Consumer and Corporate Affairs Canada
1859 Leslie Street
Don Mills
Toronto, Ontario
M3B 2M1

Consumer and Corporate Affairs Canada
5075 Yonge Street, Suite 202
Toronto, Ontario
M2N 6C6

Consumer and Corporate Affairs Canada
585 Wentworth Street North
Hamilton, Ontario
L8L 5X5

Consumer and Corporate Affairs Canada
Main Post Office
605 Dominion Public Building
10 John Street South
Hamilton, Ontario
L8N 3A2

Consumer and Corporate Affairs Canada
Union Gas Building
20 Hughson Street South, 3rd floor
Hamilton, Ontario
L8N 2A1

Consumer and Corporate Affairs Canada
781 Richmond Street
London, Ontario
N6A 3H4

Consumer and Corporate Affairs Canada
Post Office Building, 3rd Floor
217 York Street
London, Ontario
N6A 1B7

Consumer and Corporate Affairs Canada
228 Dundas Street East
Belleville, Ontario
K8N 1E4

Consumer and Corporate Affairs Canada
225 Argyle Avenue
Ottawa, Ontario
K2P 1B8

Consumer and Corporate Affairs Canada
1283 Sparks Street
Sudbury, Ontario
P3A 2C7

Prairie Region

Consumer and Corporate Affairs Canada
260 St. Mary Avenue, Room 201
Winnipeg, Manitoba
R3C 0M6

Consumer and Corporate Affairs Canada
2212 Scarth Street
Regina, Saskatchewan
S4P 2J6

Consumer and Corporate Affairs Canada
3421 — Eighth Street East
Saskatoon, Saskatchewan
S7P 0W5

Consumer and Corporate Affairs Canada
2919 — Fifth Avenue, N.E.
Calgary, Alberta
T2A 4X4

Consumer and Corporate Affairs Canada
Oliver Building
10225 — 100th Avenue
Edmonton, Alberta
T5J 0A1

Pacific Region

Consumer and Corporate Affairs Canada
3625 Lougheed Highway
Vancouver, British Columbia
V5M 2A6

Consumer and Corporate Affairs Canada
316 — 277 Winnipeg Street
Penticton, British Columbia
V2A 5M2

Consumer and Corporate Affairs Canada
Federal Building
303 — 471 Queensway Avenue
Kelowna, British Columbia
V1Y 6S5

Consumer and Corporate Affairs Canada
1230 Government Street, Room 401
Victoria, British Columbia
V8W 1Y3

Consumer and Corporate Affairs
Permanent Tower
299 Victoria Street
7th floor, Suite 708
Prince George, British Columbia
V2L 5B8

Major Publications

Consumer Affairs

- Regulations of the Canadian Life Insurance Market
- Electronic Funds Transfer Systems in Canada

- Task Force Report on Crash Protection for Infant and Child Passengers in Motor Vehicles
- Energy Research from a Consumer Perspective
- Consumer Satisfaction, Dissatisfaction and Complaining Behaviour
- An Economic Analysis of Consumer Redress Mechanisms
- Product Liability: Reflections on Legal Aspects of the Policy Issues
- Energy Consumption and Conservation Patterns in Canadian Households
- The Role of Home Energy Audits in Facilitating Residential Retrofits
- Consumers' Perceptions of Pre-purchase Shopping Problems and Solutions: Major Findings and Directions for Action
- Liability Rules and Insurance
- Interprovincial Product Liability Litigation
- Energy: Canadians' Attitudes and Reactions (1975-1980)
- Consumer Decision-Making
- Consumer Energy Research: A Bibliography
- Consumer Bankrupts in Canada
- Issues Regarding the Reform of Canada's Private Pensions System
- Consumer Problems in the Automobile Repair Industry
- Consumer Energy Research
- Products Liability and Personal Injury Compensation in Canada: Vol. I — Towards Integration and Rationalization
- Consumer Products Warranty Reform: Regulation in Search of Rationality, Vol. II
- Interprovincial Product Liability Litigation in Quebec
- Early Adopters of Energy Conservation Products in Winnipeg — A Case Study

Competition Policy

- Economies of Scale and Efficiency in the Canadian Manufacturing Industry (1979)
- Use of Bid Depositories in the Construction Industry
- The Ophthalmic Products Industry in Canada
- Competition Policy and the Pulp and Paper and Wire-Rope Industries
- Studies of Foreign Competition Policy and Trade Practices — Vols. I and II
- Proposal for Class Action Under Competition Policy Legislation
- Proposals for New Competition Policy for Canada — Second Stage
- Competition Policy Research Reports
- Plant Efficiency and Competition Policy in Canada
- Professional Licensing and Competition Policy
- The Administration and Enforcement of Competition Policy in Canada, 1960 to 1975
- Concentration in the Manufacturing Industries of Canada: Analysis of Post-War Changes
- Transport Costs and Their Implications for Price Competitiveness in Canadian Goods-Producing Industries
- Performance Under Regulations: The Canadian Intercity Bus Industry
- The Role of Marketing in the Concentration and Multinational Control of Manufacturing Industries
- The State of Competition in the Canadian Petroleum Industry (seven volumes) — available at $70 per set through the Renouf Publishing Company Limited in Ottawa
- Private Trucking, Analysis and Implications
- Misleading Advertising Bulletins
- Performance of Regulated Airlines
- Rate and Cost Analysis of For-Hire Trucking: Provincial Comparisons
- Trucking Industry: Analysis and Performance
- Shipping Conference: A User Survey
- Consumer Misleading and Unfair Trade Practices, Vols. I and II

Intellectual Property

- Copyright in Canada — Proposals
- Copyright Obligations for Cable Television: Pros and Cons
- A Performing Right for Sound Recordings: An Analysis
- The Mechanical Reproduction of Musical Works in Canada
- An Economic Analysis of a Performer's Right
- Crown Copyright in Canada: A Legacy of Confusion
- Term of Copyright Protection in Canada: Present and Proposed
- Audio and Video Home Taping: Impact on Copyright Payments
- Copyright and the Computer
- Copyright, Competition and Canadian Culture: The Impact of Alternative Copyright Act Import Provisions on the Book Publishing and Sound Recording Industries
- Exemptions Under the Canadian *Copyright Act*
- Collective Agencies for the Administration of Copyright
- Framework for Evaluating Canada's *Trade Marks Act*
- Ownership of Copyright in Canada
- The Impact of Reprography on the Copyright System
- Fair Dealing: The Need for Conceptual Clarity on the Road to Copyright Revision

Bankruptcy

- Backgrounder Papers for the Bankruptcy and Insolvency Bill

Access Procedures

All formal requests for access to information under the *Access to Information Act* should be addressed to

Co-ordinator, Access to Information and Privacy
Consumer and Corporate Affairs Canada
Place du Portage, Phase I
23rd Floor, Zone I
50 Victoria Street
Hull, Quebec
K1A 0C9

Bureau of Consumer Affairs

Consumer Products Branch

The branch administers acts and regulations affecting the packaging, labelling, advertising and quality composition of both food and non-food products. Also included is the administration of some provincial statutes respecting the grading and sale of agricultural and fish products at the retail level. These activities are supported by inspection and compliance strategies implemented by field staff.

Manuals

- Food Policy Manual — provides official interpretation of the *Consumer Packaging and Labelling Act* and Regulations and the *Food and Drugs Act* and Regulations
- Procedures and Training Manual — provides official procedures for the administration of the *Food and Drugs Act* and *Consumer Packaging and Labelling Act*

- Meat Cuts Manual — provides information to inspectors on the administration of the Retail Meat Cut Nomenclature Program
- Precious Metals Marking Procedures Manual — provides a work and reference instrument on manufacturing processes, inspection and testing procedures, and technical terms
- Consumer Packaging and Labelling Policy and Procedures Manual — provides a work and reference instrument on net quantity determination, enforcement, legislation and interpretations
- Inspection Procedures Manual — Retail food — provides information to inspectors on retail food stores
- Consumer Products Inspectors' Procedures Manual
- Textile Policy and Procedures Manual — provides a training and reference instrument on textile technology and programs
- Prosecution Training Manual for Field Inspectors
- Consumer Products Management Information System Manual
- General English-French Glossary of Food Terms
- Packaging and Labelling Rulings and Interpretations (Reference Guide)
- Rulings and Interpretations — *Textile Labelling Act* and Textile Labelling and Advertising Regulations
- CA Identification Number Microfiche Index on Textile Dealers

EDP Systems

- An information system to evaluate compliance of commercial establishments with the different consumer protection laws.

Classes of Records

Energy Program
CCA-10
Description: Information on planning, enforcement, research, correspondence and complaints, and inquiries concerning the labelling and energy consumption of electrical products. *Topics:* Electrical product efficiency — legislation; contracts; committees; rulings enforcement; marketing; advertising.

Foods
CCA-20
Description: Information on the Food Inspection Programs. *Topics:* Inspection agreements and reports; legislation; surveys; studies; technical and statistical information; advertising; liaison with associations; councils, companies; labelling and advertising approvals; content and date marking packaging; pricing and coding; processed products; surveillance; prosecutions; reference material; complaints; inquiries; sampling and testing concerning food products.

Consumer Products — Packaging and Labelling
CCA-21
Description: This class covers information on regulations, interpretations and rulings, complaints and inquiries, correspondence, inspections, seizures, prosecutions, statistical data, sampling and testing concerning non-food products. *Topics:* Commodity regulations; surveillance and enforcement programs; economic data; liaison; companies, other departments, provinces, boards, Canadian General Standards Board; importation; test work. *Storage Medium:* A system on magnetic tape is used to evaluate the compliance of various commercial establishments with the different consumer protection laws. *Retrievability:* Files arranged by subject with a case file arrangement for company inquiries by name.

Consumer Products — Precious Metals and Fur Garment Marking
CCA-22
Description: This class covers information on regulations, interpretations and rulings, complaints and inquiries, correspondence, inspections seizures, prosecutions, statistical data, sampling and testing concerning precious metal products and fur garments. *Topics:* Fur: garment marking, liaison, surveillance and enforcement, companies; precious metals marking: surveillance and enforcement — companies, foreign government marks, national mark, trade marks. *Storage Medium:* A system on magnetic tape is used to evaluate the compliance of various commercial establishments with the different consumer protection laws. *Retrievability:* Files arranged by subject with a case file arrangement for company inquiries by name.

Textile Labelling
CCA-40
Description: Information on regulations, interpretations and rulings, complaints and inquiries, correspondence, company registration, inspections, seizures and prosecutions, and sampling and testing of textile products. *Topics:* Textile labelling and legislation; liaison with the Canadian General Standards Board; Canada Standards Size Program; Care Labelling Program; liaison with other departments, provinces, boards, councils; identification numbers; importation; Laboratory Compliance Program; surveillance and enforcement; surveys; testwork; upholstered and stuffed articles.

Consumer Services Branch

The Branch helps consumers to improve their effectiveness through programs of market intelligence, advocacy, consumer information, and support to voluntary groups. It administers the *Tax Rebate Discounting Act* and is supported by field staff.

EDP Systems

- Consumer Services Mailing Labels System — was established to print labels and alphabetical lists for mailing purposes.
- Tax Rebate System — established to control data-report information, to reduce data storage space requirements of system, and to monitor tax discounters transactions for violations of the *Tax Rebate Discounting Act*.

Classes of Records

Advocacy and Policy Programs
CCA-100
Description: Information on regulations, reference material, enforcement issues, prosecution, issues and correspondence concerned with the consumer advocacy and representation programs, and review of regulatory reform.

Consumer Help Offices
CCA-120
Description: Statistical data, evaluations and recommendations on the funding of Consumer Help Offices. *Retrievability:* Case files arranged by office location.

Enforcement Programs
CCA-130
Description: Complaints and inquiries, technical information, correspondence. *Topics:* Tax rebate discounting; audits; investigations and prosecutions; reports and statistics; statements of discounting transactions. *Storage Medium:* A list of discounters is on magnetic disc or drum to monitor tax transactions for violations; also on EDP systems.

Market Intelligence, Issues and Projects
CCA-140
Description: Complaints and inquiries, research and development, reference material, market monitoring, correspondence, and surveys and studies concerned with issues that are or could be of consumer interest. *Topics:* Motor vehicles; auto rust and anti-corrosion; financial; food; retail and manufacturing; services; telephone and communications; travel industry; product quality and durability; retail/refund return policies; and mechanisms for consumer feedback to business.

Legal Metrology Branch

The Branch administers the *Electricity and Gas Inspection Act* and the *Weights and Measures Act* in order to minimize inaccurate measurements and ensure equity in the measurement of electricity, natural gas, and goods and services provided on the basis of length, area, volume or capacity, temperature, time, mass or weight, by conducting approval examinations and inspection of devices, by maintaining and calibrating standards and by inspecting goods and services. The branch is also involved in co-ordinating Canada's participation in the Organisation internationale de Métrologie légale and in ensuring the adoption of the Metric Système internationale (SI) in some retail trade sectors.

Manuals

- Manual of Electrical Procedures and Policy
- Inspectors' Training Manual Electricity, Vol. I
- Inspectors' Training Manual Electricity, Vol. II
- Enforcement Policy for Weights and Measures Devices
- Standard Test Procedures — Weights and Measures
- Inspection Procedures Outline — Weights and Measures
- Weights and Measures Information System Manual
- Inspection of Electricity Meters and Instruments
- Inspection of Gas Meters and Auxiliary Devices

Classes of Records

Legal Metrology
CCA-150
Description: Information on metering, specifications, symbols and standards, metric conversion and international measurement. *Topics:* Calibrations; liaison with associations, councils and international organizations; technical inquiries; metric conversion; misleading advertising and standards.

Electricity and Gas
CCA-160
Description: Information on the Electricity and Gas Program. *Topics:* Electricity — approvals, imports and exports, statistics, inspection regulations and reports, calibrations, registration applications; gas — inspection regulations, approvals, calibrations, technical information, inspection reports, metric conversion standards and equipment, and registration applications.

Weights and Measures
CCA-170
Description: Information on the measurement of volumes, linear and cubic area, and mass; includes interpretations, specifications, prosecutions, standards, testing and international measurement. *Topics:* Linear and cubic area — approvals, calibrations, statistics; mass and volume — approvals, calibrations, technical information, metric conversion, tests and test methods.

Legal Metrology OIML (Organisation internationale de Métrologie légale) Programs
CCA-171
Description: Information on international standards, Canada's participation in international working groups and Canada's comments and votes. *Topics:* Organization internationale de Métrologie légale — general, international recommendations. *Retrievability:* Files arranged by subject.

Product Safety Branch

The Branch administers the *Hazardous Products Act*. The Act deals with a range of goods and includes specific mention of product categories for household, garden or personal use, for sports or recreational activities, or for children. It also mentions, without reference to end use, poisonous, toxic, flammable, explosive and corrosive products, but excludes from its purview, food, drugs, cosmetics, pest control products, radioactive materials, explosives, and highway vehicles. Products may be banned or regulated under the legislation. Functions of the Branch include product testing for regulatory development purposes and for compliance with established regulations. Inspectors, designated under the Act, have powers of search and seizure. The Branch is supported by field staff.

Manuals

- Hazardous Products Reference Manual — a reference instrument on the administration and enforcement of the *Hazardous Products Act* and Regulations

Classes of Records

General Product Safety
CCA-180
Description: Information on compliance and enforcement, statistical data and programs within Product Safety, and correspondence. *Topics:* Associations; societies; institutions; boards; councils; commissions; committees; *Hazardous Products Act;* injury date and statistics; Canadian Accident Injury Reporting and Evaluation (CAIRE); labelling; publicity; projects; regulations; reports.

Products
CCA-190
Description: Information on regulations, company liaison, complaints and inquiries, reference materials, sampling and testing, and enforcement concerning specific products. *Topics:* Alarm and protective devices; artist supplies and stationery; appliances; entertainment; furnishings; garden and yard equipment; home fuels; home structures and building material; insulation; housewares; infant and childrens' products; furniture-care supplies; maintenance products; paper products and containers; personal use items; recreation equipment; sports and protective equipment; textiles; tools and workshop equipment; toys; compliance. *Retrievability:* Files are arranged by product.

Testing
CCA-200
Description: Information on testing and test methods for specific products. *Topics:* Equipment design; fabrication and modification; legislative matters; test methods; chemical flammability; mechanical, electrical and textile testing of specific products. *Retrievability:* Files are arranged by test and product. *Storage Medium:* Magnetic disc or drum (testing and sampling tracking system).

Bureau of Corporate Affairs

Bankruptcy Branch

The Branch administers the *Bankruptcy Act* by providing assistance in the filing of consumer bankruptcies; by protecting both bankruptcy creditors' and debtors' rights; by licensing and supervising trustees-in-bankruptcy; by detecting abuses of the bankruptcy process both before and after bankruptcy; by maintaining and disseminating general and statistical bankruptcy and insolvency information; by acting as an agent for the Corporations Branch and disseminating information and materials on the *Canada Business Corporations Act;* and by acting as a depository for any documents to be filed pursuant to the *Canada Business Corporations Act* or any intellectual property legislation. The Branch is supported by field staff.

Manuals

- Policy Statements of the Superintendent of Bankruptcy — provides guidelines for observance by trustee
- Information Statements of the Superintendent of Bankruptcy —

provide less mandatory guidelines than the policy statements and are also used to communicate information of general interest

- Bankruptcy Branch Training Modular — provides a training manual on bankruptcy procedures and policies
- Bankman — provides a reference tool of internal policy releases and directives
- Central Registry Information System (CRIS) — provides procedures for accessing CRIS
- Manual of Directives for the Centralized Receipts and Disbursements System (CRDS) — provides a reference tool of procedures to be used in maintaining the CRDS.
- Trustee Licence Insurance Procedures — provides policies and procedures to be followed in issuing trustee licences to both individuals and corporations
- Bankruptcy Officer Training Program — provides a modular training program for new bankruptcy officers

Classes of Records

Bankruptcy
CCA-210
Description: Information on investigations, licensing, assets and liabilities, inquiries, discharges, legal actions, control and audits, inquiries on civil and common law, and correspondence on bankruptcies. *Topics:* Audits and auditing; student loans; examination; fraudulent bankruptcies; inquiries — civil law, common law; bonds and bonding; claims; conferences; liaison — foreign governments, provinces, etc.; costs and taxation; dividends; estates; fees and expenses; instruction bulletins; investigations, legal; licences; offences; petitions; projects; prosecutions; reports and statistics; trustees; Central Registry Information System; investigation of bankruptcies; trustees-in-bankruptcy; bankruptcy estate control files; retired or rejected applications. *Retrievability:* Trustee files are arranged by name of individual or corporation. *Storage Medium:* Information systems (EDP) contain insolvency data used by Bankruptcy Offices to publish bankruptcy notices.

Bureau of Corporate Affairs

Corporations Branch

The Branch administers the *Canada Corporations Act*, the *Canada Business Corporations Act*, and several other statutes, through the examination and qualification of incorporation, continuance, amalgamation and dissolution of corporations; the management of a data base of corporate names; the acquisition, assessment and verification of information to the public; and the issuance of exemptions from various requirements of the *Canada Business Corporations Act;* and for the conduct of inquiries and investigations into corporate misconduct.

Manuals

- Examination Unit Procedures — guidelines on how to examine *Canada Business Corporations Act* articles and *Canada Corporations Act* applications
- Compliance Policy and Procedures — provides interpretations of Act and Regulations, directives and operational procedures
- Instruction Manual for Field Offices — provides instruction to field personnel in dealing with public inquiries on corporation matters
- Accounts Receivable Procedures — provides instructions on billing actions and other changes related to accounts receivable system
- Corporate Integrated Information System User Manual — provides data entry and error correction procedures for maintaining the Corporate Integrated Information System; also provides layouts and descriptions of the master file, microfiche and magnetic tape outputs.

EDP Systems

- Corporate Integrated Information System (CIIS): The CIIS system contains data used for internal record keeping and information dissemination. The master file also contains various data elements used for the issuance of certificates of incorporation and corporate alteration and for the administration of branch programs dealing with compliance enforcement activities.

Classes of Records

Corporations
CCA-211
Description: Information on applications, charters, financial statements, annual summaries and returns, inquiries, liaison with companies, enforcement and surveillance concerning incorporation of companies. *Topics:* Exemptions; take-over bids; inquiries; boards of trade; trade unions; companies. *Retrievability:* Files arranged by subject with a case file arrangement by company name. *Storage Medium:* There are magnetic tapes, containing data on federally and provincially incorporated companies, which are used to produce microfiche and the Canada Corporations Bulletin.

Directorate of Intellectual Property — Copyright and Industrial Design Branch

The Branch administers the *Copyright Act*, the Copyright Rules, and *Industrial Design Act* and Industrial Design Rules. Copyright ownership is registered and industrial design applications are examined; if they meet requirements they are registered. The Branch also administers the *Timber Marking Act*.

Manuals

- Dictionary of Shapes and Terms Thereof — provides a reference of geometric terms used by examiners
- Classification Manual — provides a listing of the various classes of classification of industrial designs
- Examination Guidelines — provides guidelines for the examination of industrial design applications
- Policy Guidelines — provides a reference of published policies on the examination of industrial design applications
- Procedures Manual — Processing — provides procedures for the processing of copyright and industrial design applications

Classes of Records

Copyright and Industrial Design
CCA-212
Description: Information on legislation, registration and revision, inquiries, consultation with provinces, the private sector and other departments; registration, and complaints and inquiries about authors' and designers' works. *Topics: Copyright Act* and legislation, *Industrial Design Act* and legislation, copyright and industrial design case files, *Timber Marking Act*. *Retrievability:* Files arranged by subject with case files filed numerically by applicant name.

Patents Office

The Patents Office administers the *Patent Act* and Patent Rules. Patent applications are examined for compliance with legislative requirements, and if the requirements are met, a patent is granted. The Patent Office also receives applications for grant of compulsory licences, under section 67 of the *Patent Act* when alleged abuse of patent rights has occurred, or under section 41 of the *Patent Act* when the invention is directed to foods or medicines. The Patent Office maintains public records, publishes the Patent Office Record on a weekly basis, and maintains a public search room where members of the public can obtain information.

Manuals

- Manual of Patent Office Practice — outlines Patent Office policy relating to the examination of patent applications
- Handbook of Patent Examination (HOPE) — provides procedures for preparing examiners' correspondence
- Classification Section Support — provides procedures for documentation and registration
- Staff Operating Procedures — provides procedures for classification of patents
- Handbook of Classification — outlines the basis of the Canadian patent classification system and rules for using it
- Patent Examiners' Report Manual — outlines the standard paragraphs used in reports, to facilitate the use of word processing equipment

Classes of Records

Patents
CCA-221
Description: Information on application, registration, licensing, legal actions, studies, correspondence, regulation, complaints and inquiries, and research and technical data concerned with inventive works. *Topics:* Liaison with universities, associations, departments, foreign governments, provinces; information retrieval; caveats; court actions, licenses; legislation; agents; application; classification; complaints and inquiries; public servants' inventions; surveys and studies; technology. *Retrievability:* Files arranged by subject with a large case system by applicant name.

Trade Marks Office

The Trade Marks Office administers the *Trade Marks Act* and Trade Marks Rules. Trade mark applications are examined for compliance with the legal requirements for registration and, if approved they are advertised in the Trade Marks Journal to enable persons to oppose registration of any mark that they feel would interfere with their existing rights. Opposition proceedings are conducted to determine if the opposition is justified. The Trade Marks Office maintains a Trade Marks Register and files of registered users of trade marks. These documents can be studied in the Trade Marks Search Room.

Manuals

- Trade Marks Examination Manual — provides a working instrument regarding the interpretation and application of the *Trade Marks Act* and Rules
- Office Composing Equipment (OCE) User Manual for General Automatic (GA) System — provides procedures for the operation of the GA microcomputer

Classes of Records

Trade Marks
CCA-222
Description: Information on applications, registrations, licensing, regulation, correspondence, and inquiries concerned with trade marks and their uses. *Topics:* Trade marks interpretations; abandonments; appeals, applications, oppositions, registered users, trade mark agents and examinations; appellation of origin. *Retrievability:* Files arranged by subject with case filing by trade marks.

Bureau of Competition Policy

Two common classes, Combines CCA-270 and Standard Industrial Classification CCA-280, relate to all branches of the Bureau, with the exception of the Marketing Practices Branch.

Manuals

- Office Manual, Director of Investigations and Research — sets out procedures employed by the Bureau in the exercise of formal powers under the *Combines Investigation Act*

EDP Systems

- Marketing Practices Information System — established to maintain information on past prosecutions, to be used by various report programs, and to recover transactions as needed.
- Petroleum Industry — contains petroleum industry data supplied by the Department of Energy, Mines and Resources.
- Soft Drinks — contains price data for the soft drink industry in Manitoba.

Manufacturing Branch

The Branch undertakes industrial and economic analyses and conducts inquiries under the *Combines Investigation Act* concerning the manufacturing sector of Canadian industry, excluding the manufacturing sectors of the pulp and paper and petroleum industries which are the responsibility of the Resources Branch. The Manufacturing Branch has similar responsibilities concerning the construction industry.

Regulated Sector Branch

The Branch is responsible for interventions of the Director of Investigation and Research before regulatory boards and for inquiries on the transportation and telecommunications industries.

Economic Analysis and Policy Evaluation Branch

The Branch conducts research into the performance of the Canadian economy in relation to competitive market situations and recommends economic and structural changes that could increase economic efficiency.

Resources Branch

This Branch analyzes complaints and other evidence, and conducts inquiries under the *Combines Investigation Act* concerning the activities of firms in the resource industry, including agriculture, fishing and food processing, trapping and fur processing; the forest industry, including manufacture and distribution of wood and wood products; the production, mining and primary processing of all minerals; and the production and distribution of energy, including electrical power, coal and petroleum products.

Services Branch

The Branch analyzes complaints and other evidence with respect to alleged restrictions of competition in the service and distribution industries, and conducts inquiries under the *Combines Investigation Act*.

Classes of Records

Combines
CCA-270
Description: Information on inquiries, legalities, surveys, interpretations of the *Combines Investigation Act*. *Topics:* Program of compliance, international agreements; interdepartmental committees; conferences; co-operation and liaison; inquiries; exports; imports; investments; textiles labelling; merchandising; mergers; monopolies; patents; price fixing; research; sales; services; tariffs; identical tenders; trade; trade practices; trademarks; transportation; warranties; guarantees. *Storage Medium:* Magnetic tape (locator system).

Standard Industrial Classification
CCA-280
Description: Information on inquiries, complaints, legal proceedings and prosecutions under the *Combines Investigation Act*. *Topics:* Industries; agricultural and retail services; fishing and trapping; logging and forestry; mining; manufacturing; construction; transportation and storage; communications and other utilities; wholesale and retail trade; finance and insurance; real estate and operating insurance agents; business services; government services; educational services; health and social services; accommodation; food and beverage services. *Retrievability:* Case files are arranged under the 18 major groups of the Standard Industrial Classification system. *Storage Medium:* Microfilm, magnetic tape.

Marketing Practices Branch

The Branch administers the misleading advertising and deceptive marketing practices provisions of the *Combines Investigation Act* which include representations that are false or misleading in a material respect, unsubstantiated claims, misleading warranties, misleading price representations, untrue and misleading tests and testimonials, double ticketing, pyramid schemes, referral selling, bait-and-switch selling, sales above advertised price, and promotional contests.

Manuals

- Office Manual, Director of Investigation and Research — sets out procedures employed by the Bureau in the exercise of formal powers under the *Combines Investigation Act*
- Marketing Practices Policy Manual — sets out enforcement policy and provides guidance to officers in the administration of the sections of the *Combines Investigation Act* pertaining to marketing practices
- Marketing Practices Operational Manual — sets out procedures employed in the handling of complaints, the conduct of investigations and prosecutions, and provides guidance to officers and support staff in the Marketing Practices Branch in carrying out their duties.

Classes of Records

Marketing Practices
CCA-290
Description: Inquiries, complaints, investigations, legal proceedings, interpretations of the *Combines Investigation Act*, and correspondence on misleading advertising and deceptive marketing practices. *Topics:* Advertising inquiries; misleading advertising complaints (National, Pacific, Ontario, Quebec, Atlantic and Headquarters); Program of Compliance. *Special Access Note:* Files are arranged by subject, company and individual name. *Storage Medium:* Magnetic tapes (listing complaints that have been closed for two years or more) to be commenced in 1984.

Bureau of Policy Co-ordination/Policy Research

Analysis and Liaison Directorate

The Directorate conducts research activities in the consumer and corporate affairs areas with emphasis on developing and securing adoption of legislative and regulatory reforms of the departmental statutory and program base; assesses and provides analysis and advice relative to departmental policies, and other policies emanating from outside, that may be of direct interest to the Department's mandate; develops strategies and selects targets to achieve an efficient impact in departmental representation in federal provincial and international fora.

EDP Systems

- National Consumer Satisfaction/Dissatisfaction Study — data include information on consumer satisfaction or dissatisfaction, including demographic profiles of dissatisfied consumers, reasons for dissatisfaction and types of action taken. Also included are rates of purchase, perceived importance and levels of satisfaction or dissatisfaction for food and clothing, durables, and services.
- Patent Research System — to provide statistical analysis of Canadian patents.
- Technical Assessment of Energuide Program — to provide an analysis of trends in energy consumption of appliances, and to describe the theory and empirical estimates of the market values of product features and energy efficiency, on the basis of information from a survey of retail outlets, from Energuide directories, and from manufacturer's product literature.

Classes of Records

Consumer Choice
CCA-291
Description: Information on review, assessment, consultation, policy and research, and media coverage. *Topics:* Consumer choice; advertising; access to consumer information; consumer information search; consumer products information review; consumer (dis)satisfaction and post-purchase behaviour; evaluation criteria formulation; information labelling project — Cantag; consumer choice in problem markets. *Retrievability:* Files arranged by subject.

Legislation and Regulations
CCA-292
Description: Information on policy, research, consultations, studies, briefing materials, reports and studies, and media coverage of consumer legislation and regulations. *Topics:* Consumer legislation; anti-corrosion code; economics of regulation in consumer protection; electricity and gas inspection; legal framework tableau; product liability; professional groups; regulation activity and reform in government; consumer research: Consumer and Corporate Affairs Canada activities, programs — energy research and development panel; surveys, studies and evaluations; systems — management information. *Retrievability:* Files arranged by subject.

Market Structure
CCA-293
Description: Information on problem recognition and assessment, policy, studies, consultations research, and reports on marketing issues. *Topics:* Market structures; distribution systems; education; environment; transportation — air, automobiles roles; access to financial services — Credit Programs Survey; status of women; credit counselling; deposit calculations; electronic funds transfer preliminary bibliography review, universal product code and automated checkout system; financial security — life insurance, Registered Retirement Savings Plan, Registered Home Ownership Savings Plan, indebtedness; legislation — action plan, *Bank Act*, financial tables for rate calculations and mortgage prepayment penalties; *Small Loans Act*, tax rebate discounting; money management; health and welfare; Federal Drug Price Reduction Program; retail drug pricing and advertising; housing. *Retrievability:* Files are arranged by subject.

Food and Economic Policy
CCA-294
Description: Information on agricultural, economic and industrial policies. *Topics:* Controls and post controls — inflation, the way ahead; federal-provincial relations; foreign; monetary; prices — indexes and surveys regional situation; regulations; taxes; unemployment; industries — energy and fuels, metals, minerals, textiles and clothing; wood; food — Canada, distribution, industry, legislation and programs, nutrition policy, prices and indexes, processing, retailing,

United States, weather; agricultural marketing; dairy — milk, programs; egg industry, productions, regulations, statistics; fish; fruits and vegetables; grains; meat — beef, pork; poultry — chicken, turkeys; oilseeds; sugar; wheat; agreements on tariffs and trade, United Nations, Committee on Trade and Development; tariffs — imports, quotas; trade — agreements, extra-territoriality. *Retrievability:* Files arranged by subject.

Corporate Affairs Research and International Affairs
CCA-295
Description: Information on economics, agreements, development of international policies; also correspondence, research and technical data; and surveys, studies, and statistical data concerned with intellectual property. *Topics:* Economic research; copyright — contracts, literature; domestic law; industrial law; patents — contracts, data base; trademarks — contracts; intellectual property law revision. *Retrievability:* Files arranged by subject.

Bureau of Policy Co-ordination

Audit, Evaluation and Control Branch

The branch provides systematic, independent and objective reviews and appraisals of all departmental operations with respect to the efficiency, economy and effectiveness of internal management practices and controls; performs periodic, independent and objective reviews of ongoing programs in order to recommend alternative choices related to objectives, sub-objectives, results and/or means of delivery; strengthens and co-ordinates the substance of departmental plans and controls; and ensures effective interaction with central agencies on all planning and control activities.

Classes of Records

Audit, Evaluation and Control
CCA-296
Description: Information on all audits and program evaluations planned and carried out by the Branch as well as working documents associated with the departmental planning and control function. *Topics:* Traded goods; weights and measures; tax rebate discounting, electricity and gas; corporations; bankruptcy; copyright and industrial design; patents; trademarks; metric conversion; deceptive marketing practices; Combines Investigation; regulatory interventions; consumer assistance; support of consumer groups; product safety; UFFI; communications; research and policy analysis; administration. *Retrievability:* Files arranged by subject.

Communications Branch

The Branch ensures that government policies are taken into consideration in structured communication activities; designs and implements communications strategies to gain public understanding and support for the interests of the Department; provides expert advice on communication policies across the Department and logistic support through production; and provides distribution and liaison services.

EDP Systems

- Research Bulletin — Mailing List — used to create mailing labels.

Classes of Records

Communications
CCA-297
Description: Information on the preparation of all communication projects; exhibitions both planned and carried out by the Branch to support departmental policies and programs. *Topics:* Communications service — advertising, exhibits, fairs, exhibitions, displays, inquiries, mailing lists; programs and projects — departmental, competition policy, consumer affairs, corporate affairs, policy co-ordination, Metric Commission, UFFI, RTPC, Standards Council, research reports; radio and television; speeches. *Retrievability:* Files arranged by subject.

Office of the Assistant Deputy Registrar General

Conflict of Interest Organization

The Assistant Deputy Registrar General administers, on behalf of the Prime Minister, the government's conflict of interest policy and guidelines that pertain to Lieutenant Governors, Ministers, their exempt staffs and Governor-in-Council appointees, and provides policy advice to the government, the Privy Council Office and deputy heads.

Classes of Records

Conflict of Interest
CCA-300
Description: Information on conflict of interest guidelines, parliamentary material, reports, appointments, correspondence with federal government departments, agencies, councils, commissions and provincial governments. *Topics:* Conflict of interest responsibilities — investments, trusts, parliamentary matters, guidelines for Lieutenant Governors, Ministers, their exempt staffs, Governor-in-Council appointees and public servants; supplementary guidelines for members of government departments, corporations, agencies, commissions and boards; liaison and co-operation.

Registration Division

The Registration Division is responsible, in the name of the Registrar General, for the issue and registration of commissions and other documents under the Formal Documents Regulations pursuant to the *Public Officers and Seals Acts* and as required by other acts, and provides services to the Governor General's office, federal government departments, corporations and agencies, other governments and the public.

Classes of Records

Registration
CCA-310
Description: Information on regulations; studies; inquiries; correspondence with other departments, provinces and countries; certificates of registration, appointments, deeds, grants, mortgages; and letters patent. *Topics:* Appointments — boards, councils, commissions, federal government departments, agencies, Crown corporations, committees, judges, administrators, commissioners; documents — bonds, deeds, railway mortgages, land grants, pardons, proclamations, departmental rulings, seals, warrants of extradition. *Storage Medium:* Microfilm.

UFFI Information and Co-ordination Centre

The Centre administers a federal government program of technical and financial assistance, to owners of Canadian dwellings retrofitted with urea formaldehyde foam for thermal insulation purposes, by on-demand formaldehyde screening tests, full scale testing and remedial advice, training for contractors and homeowners in a registered remedial measures course, administration of financial contributions to eligible owners and an across-Canada toll-free telephone information service. The Centre also co-ordinates federal government activities and policies related to UFFI.

Manuals

- Training Manual on Corrective Measures for Residences Insulated

with Urea Formaldehyde Foam Insulation (UFFI) — provides information required to understand corrective measures and how to correct problems in UFFI homes

- Study Guide on Corrective Measures for Residences Insulated with Urea Formaldehyde Foam Insulation — contains exercises to reinforce selected areas of the training manual
- Policy Manual — sets out policies to ensure consistency of program decisions with the legislation and regulations

EDP Systems

- Urea Formaldehyde Insulation System — established to control and monitor amount of money requested by homeowner and the amount she or he was sent; to provide information on homeowners, contractors and statistical analysis; to provide information on what stage the homeowner is at in the program.

Classes of Records

Urea Formaldehyde Foam Insulation (UFFI)
CCA-320
Description: Information on regulations, grant applications, complaints, procedures and methods for testing, and related research. *Topics:* Federal government departments and agencies; federal-provincial relations — conferences, groups and associations; compensation and assistance; management information systems; claims; legal; medical; technical research; company inquiries; laboratory accreditation; bidders; contracts; removal devices and proposals; testing — pilot and main projects, UFFI II. *Retrievability:* Case files are arranged by name of individual.

Metric Commission Canada

The Commission administers the provisions of the Metric Commission Order (PC 1971-1146) on intergovernmental co-operation and collaboration in Canada and with foreign countries; stimulates and monitors metric conversion in all elementary and secondary schools and non-university level educational institutions; negotiates and operates information agreements with the provinces and territories; and ensures that the benefits (e.g., increased productivity through the use of a simpler system, and increased exports through the use of a totally international system) of conversion to the metric system in Canada are achieved at minimal cost.

Manuals

- Workers' Metric Tools System — User Guide — used to assess applications under the Workers' Metric Tools Assistance Program

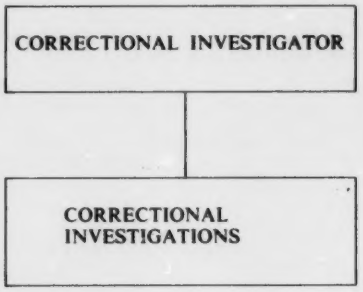
EDP Systems

- Metric Commission Mailing List System — established to produce mailing labels to be used on publications the Metric Commission sends to the public.
- Metric Survey — established for research purposes.
- Metric Commission Retail Scales System — established to maintain a list of those retailers with scales to be converted to metric.
- Working Group on Tariffs — established for research purposes.
- Metric Commission Worker's Metric Tools — established to validate and approve claims for payments of metric tools and toolboxes, to provide a back-up of approved claims for previous fiscal years, to provide information on payments for toolboxes, and for validation of the claimant's social insurance number.

Classes of Records

Metric Commission
CCA-330
Description: Policies; correspondence with companies, federal and provincial government departments, other governments, associations, and committees; legislation, concerned with the metric conversion program. *Topics:* Research; surveys and development; legislation and treaties; commodities, industries and markets.

Office of the Correctional Investigator



- Penal Institutions
- Inmate Affairs

ACCESS TO INFORMATION
CO-ORDINATOR
OFFICE OF THE CORRECTIONAL
INVESTIGATOR
BOX 2324, STATION D
OTTAWA, ONTARIO
K1P 5W5

Background

The Office was established in 1973 pursuant to the *Inquiries Act*. The Correctional Investigator's mandate, as established in 1977 by Order in Council, is "to investigate, on his own initiative, on request from the Solicitor General of Canada or on complaint from or on behalf of immates as defined in the *Penitentiary Act* and report upon problems of inmates that come within the responsibility of the Solicitor General of Canada".

The staff of the Office visit all federal penal institutions across Canada regularly to conduct interviews with inmates and staff in an attempt to resolve complaints through liaison with the Commissioner of Corrections and his staff.

Laws and Regulations

- Penitentiary Act
- Penitentiary Service Regulations
- Parole Act and Regulations
- Prison and Reformatories Act

Access Procedures

Formal requests under the Access to Information Act should be addressed to:

Access to Information Co-ordinator
Office of the Correctional Investigator
Box 2324, Station "D"
Ottawa, Ontario
K1P 5W5
Telephone: (613) 996-9771

Manuals

- Commissioner of Corrections Directives and Divisional Instructions
- Correctional Service of Canada Case Management Policy and Procedures Manual

Classes of Records

Penal Institutions
OCI-10
Description: Correspondence advising institutions of visits by Office of the Correctional Investigator; also requests for information on administration of that institution. *Retrievability:* Files arranged by institution and by region.

Penal Institution Organizations, Committees and Groups
OCI-20
Description: Information on contact with inmate committees and other groups both inside and outside the institutions. *Retrievability:* Files arranged by institution or name of group, by region.

Inmate Affairs — Statistics and Reports
OCI-30
Description: Information and statistics to be included in Annual Report. *Retrievability:* Files arranged by year of report.

Inmate Affairs — Special Inquiries and Reports
OCI-40
Description: Special reports compiled on the initiative of the Office or at the request of the Solicitor General of Canada. *Topics:* Inquiry at Millhaven into an incident in 1975; incident at Dorchester in 1980.

Inmate Affairs — General Topics
OCI-50
Description: Information on certain policies of the Correctional Service of Canada; press clippings on the Correctional Service of Canada. *Topics:* Policy on Inmate Disciplinary Boards; claims against the Crown; inmate pay; family visiting.

Inmate Affairs — Case Files
OCI-60
Description: All correspondence on individual inmate complaints; also reports of interviews with complainants. *Retrievability:* Files arranged chronologically with an alphabetical index and cross-reference system.

Defence Construction (1951) Limited

ENGINEERING DIVISION

- Construction, Repair and Maintenance and Consultant Contracts for the major military construction and maintenance requirements of the Department of National Defence

ACCESS TO INFORMATION
CO-ORDINATOR
DEFENCE CONSTRUCTION (1951)
LIMITED
SBI BUILDING
BILLINGS BRIDGE PLAZA
2323 RIVERSIDE DRIVE
OTTAWA, ONTARIO
K1A 0K3

Background

Defence Construction (1951) Limited (DCL) is a Crown corporation as defined in Part VIII of the *Financial Administration Act* and listed in Schedule C to that Act. The Company is the contracting and supervisory agency for the major military construction and maintenance projects required by the Department of National Defence. The Company is also known as Defence Construction Canada.

Overall Responsibilities

DCL performs a specialized role within the general field of construction management. Its principal functions are to obtain tenders, make recommendations on proposed awards and to award and administer contracts. In addition, at the request of the Department of National Defence, DCL engages architectural and consulting engineering firms to prepare plans and specifications in accordance with the requirements of the Department. The limits of authority under which the Company may enter into a contract or increase the amounts payable under a contract are set out in the *Government Contracts Regulations*.

Access Procedures

All requests under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Defence Construction (1951) Ltd.
SBI Building, 12th Floor
Billings Bridge Plaza
2323 Riverside Drive
Ottawa, Ontario
K1A 0K3
Telephone: (613) 998-9541

Engineering Division

This division's principal functions are to obtain tenders, make recommendations on proposed awards and to award and administer contracts. In addition, at the request of the Department of National Defence, it engages architectural and consulting engineering firms to prepare plans and specifications in accordance with the requirements of the Department.

Manuals

- Defence Construction (1951) Limited

Classes of Records

Construction, Repairs and Maintenance Contracts
DCL-10
Description: Information on contracts for construction, maintenance and repairs. *Topics:* Request for contract from DND; tender forms and associated documents; contracts; change orders; progress claims; correspondence; shop drawing approvals; equivalent product certificates; completion and final payment forms. *Retrievability:* Files arranged by type of project (construction or repairs and maintenance).

Consultant Contracts
DCL-20
Description: Information on DCL consultant contracts. *Topics:* Request for contract from DND; correspondence on contract negotiations; contracts; change orders; progress claims.

Solicitations
DCL-30
Description: Documents submitted by contractors, consultants and suppliers on the services they provide or the products they manufacture. *Topics:* Brochures and letters giving details on experience, names of staff, projects completed; pamphlets on manufactured products or equipment. *Retrievability:* Files arranged by company.

The following describes the Classes of Records formerly held by the Ministry of State for Economic and Regional Development.

Access Procedures

Formal access requests should be directed to:

Senior Departmental Advisor
Access to Information and Privacy Office
Department of Regional Industrial Expansion
235 Queen Street
Ottawa, Ontario
K1A 0H5
Telephone: (613) 996-0464

Manuals

- General Guidelines for the Preparation of Assessment Notes and Briefing Notes and other Standard MSERD Documents, Second Edition, Operations Branch, January 1984
- Personal Manual
- Financial Administration Manual
- Administrative Manual (under development)

Classes of Records

Economic and Regional Development — General
ERD-10
Description: Information of a general nature relating to the operational responsibilities of the Ministry of State for Economic and Regional Development. *Topics:* Economic and Regional Development Ministers; communications involvement in policies and programs; consultations — general; consultations — meetings; consultations — Tier I; consultations — Tier II; consultations — visits and tours; corporate bail-outs; Economic and Regional Development Deputy Ministers Committee; Organization for Economic Co-operation and Development (OECD) — General; OECD — Economic Policy Committee (EPC) — Special Group on Positive Adjustment Policies (PAP); OECD — Committees and Working Parties — General; OECD — Committees and Working Parties — Industry Committee.

Policy and Expenditure Management System
ERD-20
Description: Information on the policy and expenditure management system of the federal government and the Ministry's participation in the system. *Topics:* Fiscal framework; operational plans (includes former Program Forecasts and Review); strategic overviews; main estimates; supplementary estimates; Treasury Board financial status reports; ministry financial status reports; priorities exercises; resource reallocation; contingent liabilities; Expenditures Management System.

Economic Development Program Organization and Delivery
ERD-30
Description: Information on economic development initiatives taken by the Ministry and departments in the economic and regional development envelope, involving program organization and delivery. *Topics:* ABC/AIDE Handbook; business centres; program delivery.

Economic Development Special Projects
ERD-40
Description: Information on economic development initiatives taken by the Ministry and departments in the economic and regional development envelope, involving special cross-sectoral policies. *Topics:* Hibernia; Transpo '86; Northeastern B.C. Coal.

Sector Policies — Primary Industries
ERD-50
Description: Information on economic development initiatives taken by departments in the economic and regional development envelope to promote growth and development of primary industries in the Canadian economy. *Topics:* Agriculture; energy; fisheries; forest products; metals and minerals.

Sector Policies — Secondary Industries
ERD-60
Description: Information on economic development initiatives taken by departments in the economic and regional development envelope to promote growth and development of secondary Canadian industries. *Topics:* Aerospace; automotive; cement and concrete; commercial printing; construction; electrical and electronics; food and beverages; footwear; furniture; iron and steel; machinery; ocean; petrochemical; plastics and processing; shipbuilding and repairs; textiles and clothing; urban transportation and others.

Sector Policies — Services Sectors
ERD-70
Description: Information on economic development initiatives related to the development of the service sector, i.e. banks, financial institutions, construction, tourism, Convention and Trade Centres and foreign investment. *Topics:* Tourism; assistance to Convention and Trade Centres; foreign investment.

Economic Development Policies
ERD-80
Description: Information on economic development initiatives taken by the Ministry and departments in the economic and regional development envelope, involving cross-sectoral policies. *Topics:* Policies — commercial, competition, consumer, environmental, human resources, industrial relations, intellectual property, procurement, regional, small business, tax and programs, transportation, research and development.

Economic Council of Canada

OFFICE OF THE CHAIRMAN

- Policy Advice
- Public Education
- Consultation
- Research and Policy Analysis
- Data Processing
- Publication and Information

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
ECONOMIC COUNCIL OF CANADA
TOWER A
333 RIVER ROAD
VANIER, ONTARIO
K1P 5V6

Background

The Economic Council of Canada is an independent research and advisory body established by Parliament in 1963, with broad terms of reference to study and report on Canada's economic development. Under the *Economic Council of Canada Act* the Council has a special mandate to advise the government on how Canada can achieve the highest possible levels of employment and efficient production so that the country may enjoy a high and consistent rate of economic growth and that all Canadians may share in rising living standards.

Laws and Regulations

- Economic Council of Canada Act, 1962
- Bylaws of the Economic Council of Canada

Overall Responsibilities

The Council has three principal functions:

(1) to conduct economic analyses and undertake studies with a view to providing a greater understanding of the workings of the Canadian economy and its prospects for the future;

(2) to make recommendations to government and the private sector on economic policy measures to improve Canada's economic performance; and

(3) to educate and inform the Canadian public on economic problems and to stimulate, through the media and other forums, public discussion of policy solutions and economic strategies.

The Council must also transmit an annual report to the Minister responsible on the activities of Council, including financial statements; and prepare and publish an annual review of medium- and long-term economic prospects and problems. The Council may also publish other studies and reports. The themes of these projects involve virtually every aspect of daily life: the Council's work has included studies of such diverse subjects as the distribution of wealth among Canada's regions, the cost of taking a taxi in Montreal, land-use planning in Vancouver, and the effect of the spruce budworm on Newfoundland's economy.

In addition to its regular program of research, the Council at times undertakes special projects referred to it by the Prime Minister and reports on these to the public. In recent years, these have included a major study of government regulation in Canada and a detailed analysis of the economy of Newfoundland.

Organization

The Council is made up of an appointed board of up to 28 members, supported by a full-time staff of economists and other specialists who work under the direction of a chairman and two full-time directors. The appointed members of the Council are representative of various sectors of Canadian society. The Chairman and the two directors are members of the Council.

The staff is organized into a number of research project and support service groups. The former undertake research into specific aspects of the economy, including relations with other countries, and upon completion of a research task, permanent personnel are reassigned. New groups are created from time to time to address economic issues of current and possible future concern.

Key Contacts

Information Officer, Publications and Information Services
Tower A
333 River Road
Vanier, Ontario
Telephone: (613) 993-1253, Ext. 320

Chief, Media Relations
Tower A
333 River Road
Vanier, Ontario
Telephone: (613) 993-1253

Library

The library, set up shortly after the Council's creation, contains some 30,000 books, documents, reference works, and periodicals covering the subjects of economics, finance, social sciences, and statistics. A reading room and several carrels are available for researchers at

Library and Reading Room
Tower A
333 River Road
Vanier, Ontario

Librarian
Telephone: (613) 993-1253, Ext. 299

Registry Supervisor

Tower A
333 River Road
Vanier, Ontario
Telephone: (613) 993-1253, Ext. 217

Legal Counsel

General Counsel
Legal Services to the Privy Council Office
Department of Justice
Ottawa, Ontario
Telephone: (613) 992-5565

Publications

All Council documents and research papers (under author's name) are available for perusal at the Council's library, where a complete list of these materials is available. All Council publications are available in both official languages and may be procured through authorized Government of Canada bookstore agents and other bookstores, or by mail from

Canadian Government Publishing Centre
Supply and Services Canada
Hull, Quebec
K1A 0S9

Annual Reviews

- On the Mend, 20th Annual Review, 1983 (EC21-1/1983)
- Lean Times — Politics and Constraints, 19th Annual Review, 1982 (EC21-1/1982)
- Room for Manoeuvre, 18th Annual Review, 1981 (EC21-1/1981)
- A Climate of Uncertainty, 17th Annual Review, 1980 (EC21-1/1980)
- Two Cheers for the Eighties, 16th Annual Review, 1979 (EC21-1/1979)

Other Council Reports

- The Bottom Line: Technology, Trade, and Income Growth, 1983 (EC22-113/1983E)

- Intervention and Efficiency: A Study of Government Credit and Credit Guarantees to the Private Sector, 1982 (EC22-111/1982E)
- In Short Supply — Jobs and Skills in the 80s, 1982 (EC22-103/1982E)
- Financing Confederation, 1982 (EC22-103/1982E)
- Newfoundland: From Dependency to Self-Reliance, 1980 (EC22-85/1980E)
- One in Three: Pensions for Canadians to 2030, 1979 (EC22-69/1979)

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Economic Council
P.O. Box 527
Ottawa, Ontario
K1P 5V6
Telephone: (613) 993-1030

Major Data Sources

Research projects rely almost exclusively on data published by major organizations in the private sector, governmental departments and agencies (particularly Statistics Canada), and numerous international agencies. Special tabulations of such data are frequently compiled for the Council. On occasion special surveys have been undertaken to develop required data; for instance, surveys of firms to assess skill shortages and innovation and invention activity were undertaken in 1980-81.

Major Council Activities

Annual Review

Under its Act, the Council must publish annually a medium-term economic review. This publication — the Council's annual assessment of the medium- and long-term prospects for the Canadian economy — is published each fall. In it, the Council seeks to provide an analysis of the performance of the Canadian economy, to look at the effectiveness of current economic policies, and to set out policy options that the Council believes will improve the country's economic well-being. The recommendations in the annual reviews arise from the deliberations of the Council's appointed members. Thus, they represent the official view of the Council as a whole. Individual members are free to publish dissenting opinions or comments.

Special Research Projects

From time to time, the Council embarks on detailed studies of current and emerging economic issues in Canada and the outside world. Once approved by Council, the staff carry on research that may lead to publication of "consensus" reports — that is, research and policy publications that are endorsed by the majority of Council members.

Background Papers

Background research and unpublished documents related to all project activities within the Council are maintained and organized at the Central File Registry Office under the title of the project and the name of the author.

Current Research Projects

Classes of Records

Twenty-first Annual Review
ECC-10
Description: Research and background material for the Twenty-first Annual Review to be released in the fall of 1984. *Topics:* Changing patterns of government revenues, expenditures and deficits with particular emphasis on health and education; focus on technological changes and impacts thereof; simulations of federal and provincial fiscal circumstances; and consideration of policy options for attainment of performance targets in all major economic goal areas, as developed through the Council's computerized model of the Canadian economy (CANDIDE).

CANDIDE
ECC-20
Description: Information and unpublished documents on the Council's computerized econometric model (CANDIDE 3.0 and earlier versions). The model allows measurement of current performance and simulation of future performance under various scenarios and policy options. The simulations are designed to assess the impact of changes in economic performance that may result from changes in public policy or in economic conditions in Canada and abroad. The process of updating the model and assessing the influences of changing conditions is continuous.

Growth and Productivity
ECC-30
Description: Research and background documents on policies to increase productivity as a key means of improving Canadian economic performance — macro- and micro-analysis, much of it based on models of decision-making at the level of the individual firm. The results of this research are scheduled for publication in 1984. *Topics:* Effect of minimum wage legislation on on-the-job training; pollution controls and their effect on productivity; impact of industrial concentration on tariffs — competitiveness of Canadian industry internationally and domestically, ability of firms to take advantage of economies of scale; management practices and risk-taking — implications for productivity growth; the measurement of productivity in selected service industries — health, education, finance and transportation; and changes in the quality of labour over time.

Regional Studies — Development
ECC-40
Description: Information on regional development. *Topics:* Study of the Newfoundland economy, 1980; *Western Study* — transportation, the effect on incomes of changing energy prices, forestry, agriculture, mining, the marketing of western exports, manufacturing, migration to the West, service sector developments, the impact of western energy developments on the rest of the Canadian economy, balanced regional development in the West. The *Western Study* will be published in mid-1984.

Energy
ECC-50
Description: Research and background documents on energy issues for a report to be released in late 1984. *Topics:* Issues — role of governments in the energy industry, pricing of alternative energy commodities; approaches to economic development, taxation and royalty issues, methods of sharing energy revenues, financial consequences for regions and governments, Canadian ownership policies, interprovincial trade in energy, export and import policies, and changes in organizational structures; research projects — international energy markets, federal and provincial energy policies, domestic supply of crude oil, natural gas, synthetic and frontier oil and electricity, and energy demands.

Taxation of Capital Income
ECC-60
Description: Research and unpublished material on the taxation of capital income. *Topics:* Consequences of present and alternative tax treatments of capital incomes for the allocation of resources and in the distribution of income; developing recommendations for improved capital income tax structures; specification of transitions necessary to implement the recommendations; specification of related changes in capital markets and financial instruments that may be called for.

Government Enterprises
ECC-70
Description: Research and unpublished material on all government enterprises engaged in the production of generally marketable goods and services. *Topics:* The appropriate role to be played by such enterprises and ways in which the system of incentives and controls affecting them may be altered so as to make them more desirable instruments of public policy; performance of government corporations; ability of such enterprises to effectively provide various goods and services.

Technological Change and Labour markets
ECC-80
Description: Research and unpublished material on developments in technology and the implications thereof for labour markets. *Topics:* The growth, change, and other occupational and industrial shifts in employment arising from technological change; institutional adaptations, such as industrial relations, patterns of working time, compensation, and the quality of working life, that may be associated with technological change; education and mobility required by the adjustment process; social measures required to distribute equitably the benefits and costs resulting from technological change.

Canadian Agriculture
ECC-90
Description: Research and unpublished material on Canadian agriculture. *Topics:* Important ongoing issues to public and private participants in the agri-food sector; technology, productivity, land use, foreign ownership in the agri-food sector; world markets and aid opportunities facing Canadian agriculture production; consumption developments and outlook; income trends within the agri-food system.

Economic Status of Women
ECC-100
Description: Research and background material prepared for a Conference on the Economic Status of Women sponsored by the Council and to be presented in Montreal in mid-November 1984. *Topics:* Women's participation rates and occupational diversification; changes in family needs; issues of "equal pay for equal work"; education received for purposes of finding work; impacts of technological change on female employment; status of women in Sweden; further research needs.

Explorations
ECC-110
Description: Preliminary investigation of various economic issues to determine their nature, scope and pertinence to the Council's future research program. *Topics:* International trade in a setting of technological change and shifting comparative advantage; central Canada regional development; productivity and technological change in service industries; developments in primary resources and manufacturing.

Projects Completed in 1983

Background research reports and information are filed and registered by authors' names, project title and final report title. These files are available at the Council's Registry. Quantitative information presented in any report is documented, and worksheets are available at Statistical Services.

Classes of Records

Technological Change, Productivity and Growth
ECC-120
Description: Research and unpublished material relating to the Council consensus document *The Bottom Line: Technology, Trade and Income Growth*. *Topics:* Report on industrial policies and challenges faced by governments and the private sector in promoting technological change, productivity growth and competitive trading sectors.

Twentieth Annual Review
ECC-130
Description: Background research and unpublished documents related to the Twentieth Annual Review, 1983, *On the Mend*. *Topics:* Changes in the demographic and structural nature of the economy with special references to the social services' "safety net" and the role of women in the work force; consideration of performance targets set as challenges to policy makers; policies designed to attain elaborated targets in a period of change.

Projects Completed, 1979-82

Classes of Records

Nineteenth Annual Review
ECC-140
Description: Background material for the 1982 Annual Review, *Lean Times: Policies and Constraints*. *Topics:* Inflation; investment; balance of payments; federal economic development, energy, monetary, fiscal and incomes policies; unemployment insurance premiums; government deficits in times of recession; world and domestic oil pricing; adjusting for inflation.

Intervention and Efficiency
ECC-150
Description: Background material for the Council consensus document *Intervention and Efficiency: A Study of Government Credit and Credit Guarantees to the Private Sector*. *Topics:* Effectiveness of government credit and credit guarantees to business, agriculture, export trade and housing; nature, scope and objectives of government intervention; operation and efficiency of private financial markets; impact of government intervention on the allocation of financial and real resources; efficiency of delivery of financial assistance.

In Short Supply
ECC-160
Description: Background research and unpublished documents related to the Council consensus document *In Short Supply: Jobs and Skills in the 1980s*. *Topics:* Unemployment, job supply and demand; effectiveness of manpower training programs; job search and labour market mechanisms; shortages of skilled labour; gearing training to labour market requirements; the importance of information in balancing jobs and skills; potential for job creation.

Financing Confederation: Today and Tomorrow
ECC-170
Description: Background research and unpublished documents related to the Council consensus document *Financing Confederation: Today and Tomorrow*. *Topics:* The future of equalization payments and of "conditional" federal-provincial grants related to expenditures on health and postsecondary education; the implications of intergovernmental fiscal arrangements for stabilization policy; natural resource pricing decisions and the fiscal positions of federal and provincial

governments and intergovernmental transfers; implications of the transfer system for the economy.

Eighteenth Annual Review

ECC-180

Description: Research and background material for the 1981 Annual Review, *Room to Manoeuvre*. *Topics:* Performance and development prospects — price and cost developments; inflation; employment and productivity objectives.

Reforming Regulation

ECC-190

Description: Background research and unpublished documents for this study on the impact of regulation on business; also specific sectors — telecommunications, transportation, fisheries, agricultural marketing boards — and general issues such as occupational health and environmental pollution. *Topics:* Land use; food processing and distribution; health and safety; occupational licensing and labour relations, with emphasis on the regulatory dimension; the cost of regulatory compliance confronting large and small businesses. *Special Access Note:* This consensus document was preceded by an interim report entitled *Responsible Regulation* (EC22-70/1979). The interim report defined the subject to be researched, the research framework, the balance between the direction and control of statutory regulatory agencies, and the necessary autonomy for such agencies to carry out their functions, as well as the need to improve governmental decision-making on regulation.

Seventeenth Annual Review

ECC-200

Description: Background material for the 1980 Annual Review, *A Climate of Uncertainty*. *Topics:* National economic trends 1970 to 1980; projections to 1990; energy developments and investment — effects on the national economy, energy self-sufficiency objectives and government budgets; research on productivity trends, particularly the slowdown in productivity improvement.

Newfoundland: From Dependency to Self-Reliance

ECC-210

Description: Background research and unpublished material for a study on the Newfoundland economy proposing a medium-term development strategy, based on improvement of productivity and employment performance. *Topics:* Ways of reducing the unemployment rate; raising earned incomes; reducing dependency on federal transfers; assisting the province to plan its own development approach history, settlement patterns and work attitudes of the province and its people; employment dimensions — frictional unemployment, seasonal unemployment and migration; productivity and performance in fisheries, mining, forestry, oil and gas and in some service sectors; regional disparities and income maintenance issues; projections of the provincial labour force.

Sixteenth Annual Review

ECC-220

Description: Background material for the 1979 Annual Review, *Two Cheers for the Eighties*. *Topics:* Effect of inflation on interest rates, real incomes, savings and investment in Canada; the effects of government incentives and taxation on investment performance and prospects for the economy.

One in Three: Pensions for Canadians to 2030

ECC-230

Description: Background research and unpublished documents for this study of the long-term effect of retirement income policies and programs on the Canadian economy. *Topics:* Intergenerational equity; future financing of the Canada and Quebec Pension Plans; effects of the growth of private and public pension plans on saving and investment in Canada; labour supply and retirement; redistributive effects of public income support programs in Canada and elsewhere; the effect of income tax incentives on retirement savings; financial management for retirement income; funding and saving; new classes of financial instruments; and the Old Age Security Program and retirement saving.

Projects Completed Prior to 1979

Background studies to major Council documents are held by the Council and, for long-past publications, by the Public Archives of Canada. Interested members of the public are welcome to contact the Council's Publications and Information service to obtain a publication list and to inquire about access to documents of interest. Included here are numerous technical papers and the magazine *Au Courant*, which provides non-technical articles on many of the Council's reports and technical studies. These are available to the public, in limited quantities, free of charge.

Support Groups

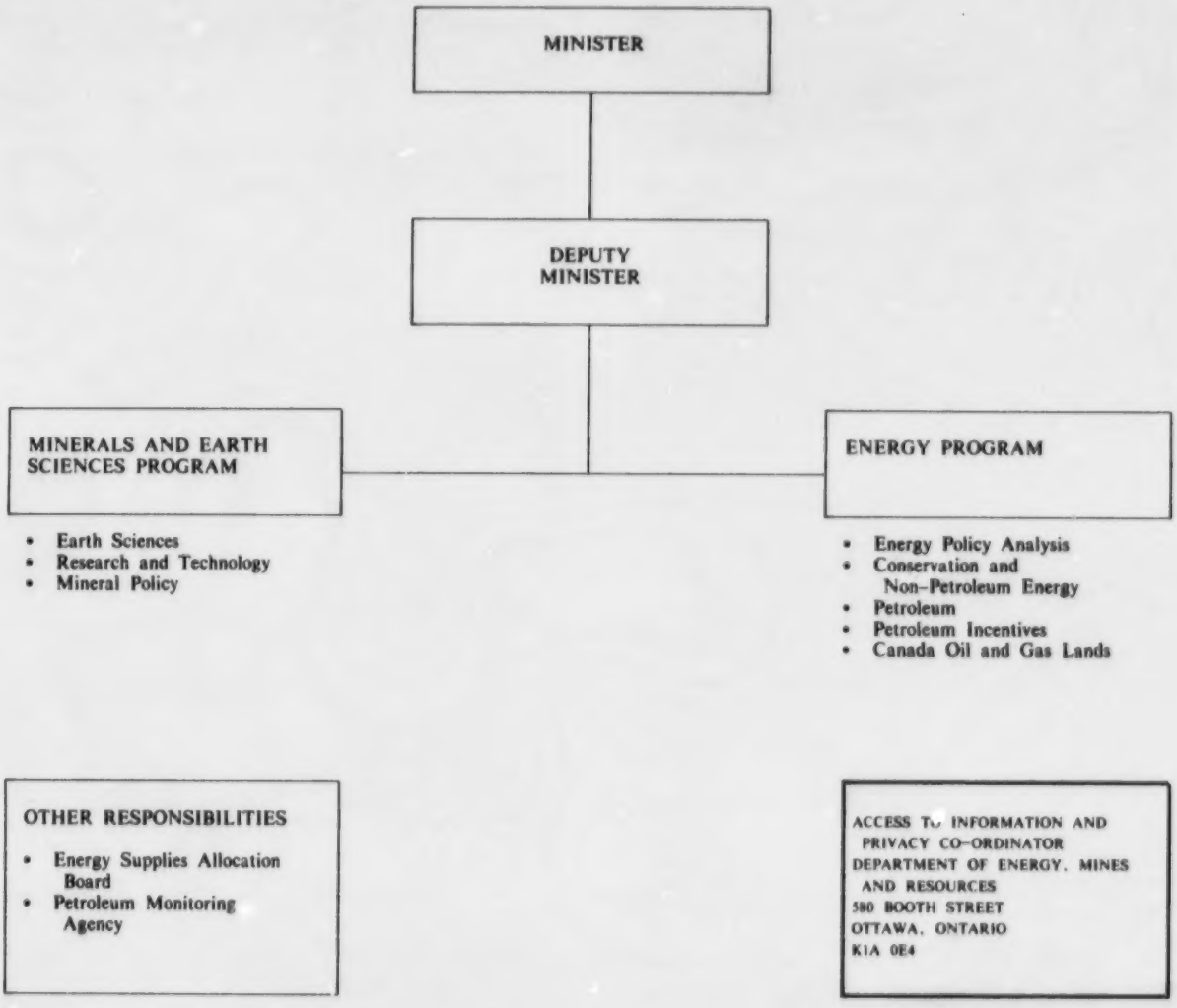
Publications and Information

This service is responsible for developing and implementing the Council's communications strategy for publishing and disseminating Council documents in both languages, providing public information, and publishing a quarterly magazine.

Data Processing

The Council's statistical and data processing service maintains close links with researchers. One part of this group is concerned with writing computer programs and manipulating large quantities of data. A large portion of the computing power and needs of the Council is purchased entirely from service bureaus. The other segment of the group is responsible for the verification of sources and accuracy of all data. Any tabulation or calculation appearing in Council reports is submitted to such verification before being made public. Records of such information are kept on file under the management of the Chief of Statistical Services.

Department of Energy, Mines and Resources



Background

Although the Department of Energy, Mines and Resources is comparatively new, some branches have been in existence for more than a century. The Geological Survey of Canada, founded in 1842 by Sir William Logan, is the oldest scientific organization in Canada. Earth Physics, formerly the Dominion Observatory, dates from 1871, and parts of the Surveys and Mapping Branch were established in 1872.

Previously known as the Department of Mines and Technical Surveys, the Department of Energy, Mines and Resources (EMR) was created in 1966 by the *Department of Energy, Mines and Resources Act*. At this time it assumed a new and important role as policy maker in energy development. Since then, the Department has been given a strong mandate to fulfil its role as the principal federal agency responsible for the discovery, investigation, development and conservation of Canada's mineral and energy resources.

The Department comprises three programs: Energy, Minerals and Earth Sciences, and Administration. Together they provide initiatives directed towards national economic development.

Laws and Regulations

The Department of Energy, Mines and Resources is responsible for the following legislation:

Principal Departmental Statutes:

- Department of Energy, Mines and Resources Act, RSC 1970, c.E-6
- Resources and Technical Surveys Act, RSC 1970, c.R-7

Statutes Actively Administered by the Ministry

- Atomic Energy Control Act, RSC 1970, c.A-19
- Canada Lands Surveys Act, RSC 1970, c.L-5
- Canada Oil and Gas Act, RSC 1980-81-82, c.81
- Canada Home Insulation Program Act, SC 1980-81-82, c.57
- Canadian Ownership and Control Determination Act, SC 1980-81-82, c.107
- Co-operative Energy Act, SC 1980-81-82, c.108
- Energy Monitoring Act, SC 1980-81-82, c.112 (part of Bill C-106)
- Energy Supplies Emergency Act, 1970, SC 1978-79, c.17
- Home Insulation (N.S. and P.E.I.) Programs Act, SC 1980-81-82, c.58
- International Boundary Commission Act, RSC 1970, c.I-19
- National Energy Board Act, RSC 1970, c.N-6
- Nuclear Liability Act, RSC 1970, c.29 (1st Supplement)
- Oil and Gas Production and Conservation Act, RSC 1970, c.0-4
- Oil Substitution and Conservation Act, SC 1980-81-82, c.59
- Petro-Canada Act, SC 1974-75-76, c.61
- Energy Administration Act, SC 1974-75-76, c.47
- Petroleum Incentives Program Act, SC 1980-81-82, c.107

Administration of Changes in Provincial Boundaries

- Alberta Act, SC 1905, c.3
- Alberta-British Columbia Boundary Act, SC 1932, c.5
- Alberta-Northwest Territories Boundary Act, 1958, SC 1957-58, c.23
- British Columbia-Yukon-Northwest Territories Boundary Act, SC 1957-58, c.23
- British Columbia-Yukon-Northwest Territories Boundary Act, SC 1967-68, c.12
- Manitoba Boundaries Extension Act, SC 1912, c.32
- Manitoba-Northwest Territories Boundary Act, SC 1966-67, c.61
- Manitoba-Saskatchewan Boundary Act, 1966-67, c.57
- Ontario Boundaries Extension Act, SC 1912, c.40
- Ontario-Manitoba Boundary Act, SC 1953-54, c.9
- Québec Boundaries Extension Act, SC 1912, c.45
- Saskatchewan-Northwest Territories Boundary Act, SC 1966-67, c.58
- Yukon Act, SC 1898, c.6

Inactive Statutes under Ministry Administration

- Beauharnois Light, Heat and Power Company Act, SC 1931, c.19
- Bras d'Or Coal Company Limited, Agreement Act, SC 1960-61, c.20
- Dominion Coal Board Dissolution Act, SC 1969-70, c.29
- Emergency Gold Mining Assistance Act, RSC 1970, c.E-5
- Emergency Supplies Emergency Act, SC 1973-74, c.52

Crown Corporations Reporting to Parliament through the Minister

- Atomic Energy Control Board
- Atomic Energy of Canada Limited
- Petro-Canada Limited
- Uranium Canada Limited
- Eldorado Aviation Limited
- Eldorado Nuclear Limited

Autonomous Agencies Reporting to Parliament through the Minister

- Board of Examiners for Canada Lands Surveys
- Canadian Permanent Committee on Geographical Names
- Energy Supplies Allocation Board
- National Energy Board
- Petroleum Monitoring Agency

Overall Responsibilities

The objective of the Department of Energy, Mines and Resources is to promote the discovery, development and efficient use of the country's mineral and energy resources and to broaden the knowledge of Canada's landmass for the benefit of all Canadians. To this end, the Department fosters national policies based on research and data collection in the earth, mineral, and metal sciences and on policy, economic and social analyses. The Department also carries out an earth sciences program on the conservation and use of the Canadian landmass; and it makes available the scientific and technical information generated in this program (such as topographic and geological maps, atlases and remote sensing data) to a wide range of customers across the country.

General Information Services

General departmental information is provided by offices in Ottawa and across Canada. Contact may be made by telephone or by writing to one of the following addresses:

Department of Energy, Mines and Resources

Newfoundland

Departmental Information Office
Conservation and Renewable Energy Office
Atlantic Place
7th Floor, Box 65
215 Water Street
St. John's, Newfoundland
A1C 6C9
Telephone: (709) 737-5464

Canada Oil and Gas Lands
Administration
354 Water Street, Room 408
St. John's, Newfoundland
A1C 5H5
Telephone: (709) 737-2125

Prince Edward Island

Departmental Information Office
Conservation and Renewable Energy Office
Waterfront Shopping Centre
98 Water Street
Summerside, P.E.I.
C1N 1A8
Telephone: (902) 436-7283

Nova Scotia

Departmental Information Office
Conservation and Renewable Energy Office
Bank of Montreal Tower, 5th Floor
5151 George Street
Halifax, Nova Scotia
B3J 1M5
Telephone: (902) 426-8600, -8606 or -8607

Atlantic Geoscience Centre
Geological Survey of Canada
Bedford Institute of Oceanography
P.O. Box 1006
Dartmouth, Nova Scotia
B2Y 4A2
Telephone: (902) 426-2367 or 2730

Canada Benefits Branch
Bedford Institute of Oceanography
P.O. Box 1006
Dartmouth, Nova Scotia
B2Y 4A2
Telephone: (902) 426-3179

Canada Oil and Gas Lands Administration
P.O. Box 1006
Dartmouth, Nova Scotia
B2Y 4A2
Telephone: (902) 426-2525

Explosives Branch
Sir John Thompson Building
Room 410
1256 Barrington Street
Halifax, Nova Scotia
B3J 1Y6
Telephone: (902) 426-3559

Regional Surveyor
Surveys and Mapping Branch
Post Office Box 368
Government of Canada Building
40 Havelock Street
Amherst, Nova Scotia
B4H 3Z5
Telephone: (902) 667-7249

New Brunswick

Departmental Information Office
Conservation and Renewable Energy Office
835 Champlain Street
Dieppe, New Brunswick
E1A 1P4
Telephone: (506) 388-6070

Quebec

Departmental Information Office
Conservation and Renewable Energy Office
605 Dorchester Blvd. West
Ground Floor
Montreal, Quebec
H3B 1P4
Telephone: (514) 283-5644 or 5645

Regional Information and Sales Centre
1535 Ste-Foy Road
Ste-Foy, Quebec
G1S 2P1
Telephone: (418) 694-3325

Explosives Branch
Inspector of Explosives
1262 Marguire Avenue
P.O. Box 463
Quebec, Quebec
G1T 2R8
Telephone: (418) 694-7702

Regional Surveyor
Surveys and Mapping Branch
1141 Route de l'Eglise
6th Floor
P.O. Box 9874
Ste-Foy, Quebec
G1V 4C5
Telephone: (418) 694-4325

Ontario

Departmental Information Office
Conservation and Renewable Energy Office
55 St. Clair Avenue East, 6th Floor
Toronto, Ontario
M4T 1M2
Telephone: (416) 996-5814 or -5679

Petroleum Prices and Compensation Programs
344 Wellington Street
Ottawa, Ontario
K1A 0E4
Telephone: (613) 996-2611

Canada Oil and Gas Lands Administration
355 River Road
14th Floor
Vanier, Ontario
K1L 8C1
Telephone: (613) 993-3760

Elliot Lake Laboratories
Canada Centre for Mineral and Energy Technology
(CANMET)
P.O. Box 100
Elliot Lake, Ontario
P5A 2J6
Telephone: (705) 848-2236

Regional Surveyor
Surveys and Mapping Branch
25 St. Clair Avenue East
Toronto, Ontario
M4T 1M2
Telephone: (416) 996-7503

Communications Branch
Energy, Mines and Resources
580 Booth Street
Ottawa, Ontario
K1A 0E4
Telephone: (613) 995-3065

Manitoba

Departmental Information Office
Conservation and Renewable Energy Office
110-112 Osborne Avenue South
Winnipeg, Manitoba
R3L 1Y5
Telephone: (204) 949-4266, -4272, -4537 or -4536
also 1-800-542-8927 or -8928

Regional Surveyor
Surveys and Mapping Branch
275 Portage Avenue
Winnipeg, Manitoba
R3B 2B3
Telephone: (204) 949-4954

Saskatchewan

Departmental Information Office
Conservation and Renewable Energy Office
S.J. Cohen Building
119 Fourth Avenue
7th Floor, Suite 706
Saskatoon, Saskatchewan
S7K 2L2
Telephone: (306) 665-4519 or -4532

Regional Surveyor
Surveys and Mapping Branch
409-1853 Hamilton Street
Torwest Tower
Regina, Saskatchewan
S4P 2C1
Telephone: (306) 359-5401

Alberta

Departmental Information Office
Conservation and Renewable Energy Office
Grandin Park Plaza
2nd Floor, Room 200
22 Sir Winston Churchill Avenue
St. Albert, Alberta
T8N 1B4
Telephone: (403) 420-4035

Departmental Information Office
220 Fourth Avenue, Room 622
Calgary, Alberta
T2G 4X3
Telephone: (403) 231-4488

Institute of Sedimentary and Petroleum Geology
Geological Survey of Canada
3303-33rd Street N.W.
Calgary, Alberta
T2L 2A7
Telephone: (403) 284-0110

Petroleum Incentives Program Office
Federal Building, Room 332
220 Fourth Avenue S.E.
P.O. Box 2907, Station "M"
Calgary, Alberta
T2P 3L7
Telephone: (403) 231-5005

Western Office (Mining)
Canada Centre for Mineral and Energy Technology (CANMET)
3303-33rd Street N.W.
Calgary, Alberta
T2L 2A7
Telephone: (403) 284-0110

Western Research Laboratories (Coal)
Canada Centre for Mineral and Technology (CANMET)
11315-87th Avenue
Edmonton, Alberta
T5W 2T7
Telephone: (403) 464-9212

Western Research Laboratories (Coal)
Canada Centre for Mineral and Energy Technology (CANMET)
P.O. Box 3294
Sherwood Park, Alberta
T8A 2A6

Explosives Branch
Inspector of Explosives
220 Fourth Avenue S.E.
P.O. Box 2868, Station "M"
Calgary, Alberta
T2P 3C2
Telephone: (403) 231-4766

Regional Surveyor
Surveys and Mapping Branch
9942-108th Street
Edmonton, Alberta
T5K 2J5
Telephone: (403) 420-2496

British Columbia

Departmental Information Office
Conservation and Renewable Energy Office
Malborough Mall
5021 Kingsway, 3rd Floor
Burnaby, British Columbia
V5H 2E5
Telephone: (604) 524-7222 or -7224

Geological Survey of Canada
100 West Pender Street
Vancouver, British Columbia
V6B 1R8
Telephone: (604) 544-1271

Pacific Geoscience Centre
Geological Survey of Canada
Marine Geology Unit
Patricia Bay
P.O. Box 6000
Sydney, British Columbia
V8L 4B2

Explosives Branch
Inspector of Explosives
Sun Tower Building, 7th Floor
100 West Pender Street
Vancouver, British Columbia
V6B 1R8
Telephone: (604) 544-1360

Geological Survey of Canada
Surveys and Mapping Branch
700 West Georgia Street
Vancouver, British Columbia
V7Y 1B6
Telephone: (604) 544-1679

Victoria Geophysical Observatory
Earth Physics Branch
R.R. 7
5071 West Saanich Road
Victoria, British Columbia
V8X 3X3
Telephone: (604) 873-4669

Yukon

Departmental Information Office
Conservation and Renewable Energy Office
2078 Second Avenue
Whitehorse, Yukon
Y1A 1B1
Telephone: (403) 668-2828

Regional Surveyor
Surveys and Mapping Branch
204 Range Road
Whitehorse, Yukon
Y1A 3V1
Telephone: (403) 668-2636

Publications

Pamphlets, brochures, guidebooks and other publications that cover a wide variety of departmental programs and services are available free of charge from the Department through any of the offices listed above. General publications can be procured through authorized Government of Canada bookstore agents and other bookstores, or by mail from the Canadian Government Publishing Centre, Supply and Services Canada, Hull, Quebec, K1A 0S9. Maps are available at the Information and Sales Centre, Department of Energy, Mines and Resources, 580 Booth Street, Ottawa, Ontario, and at the Regional Map Sales Office, 1535 chemin Ste-Foy, Québec, Québec.

Libraries

Libraries with public reading area facilities are located at the following addresses:

Geological Survey Library
601 Booth Street
Ottawa, Ontario
Telephone: (613) 995-4163

Canada Centre for Mineral and Energy Technology
(CANMET)
Library
555 Booth Street
Ottawa, Ontario
Telephone: (613) 995-4162

Headquarters Library
580 Booth Street
Ottawa, Ontario
Telephone: (613) 996-0825

Surveys and Mapping Library
615 Booth Street
Ottawa, Ontario
Telephone: (613) 995-4071

Earth Physics Library
1 Dominion Observatory Crescent
Ottawa, Ontario
Telephone: (613) 995-5550

Canada Centre for Remote Sensing Library
240 Bank Street, 5th Floor
Ottawa, Ontario
K2P 1X4
Telephone: (613) 995-5645

Cordilleran Geology Division Library
100 West Pender Street
Vancouver, British Columbia
Telephone: (604) 544-3812

Institute of Sedimentary and Petroleum Geology Library
3303-33rd Street N.W.
Calgary, Alberta
Telephone: (403) 284-0110

Access Procedures

Formal requests for information under the *Access to Information Act* and complaints and inquiries on the administration of the Act within the Department should be addressed to:

Co-ordinator, Access to Information and Privacy,
Department of Energy, Mines and Resources
580 Booth Street
Ottawa, Ontario
K1A 0E4
Telephone: (613) 996-0825

Branch heads decide on the disclosure of information under their control that may be subject to exemptions in the act or to third-party notification.

At the corporate level, the Assistant Deputy Minister, Finance and Administration, through the Access to Information and Privacy Secretariat, directs the implementation of policies and administrative procedures concerning the application of the act throughout the Department, and will investigate all complaints on issues related to applications and service to the public. The Deputy Minister will oversee the final resolution of any complaints or legal actions concerning disclosure of information held by the Department.

Conservation and Non-Petroleum Sector

The non-petroleum part of the sector conducts studies on coal, uranium and nuclear, electrical, transportation and renewable energy, for policy development and information purposes. It evaluates Canada's non-petroleum energy sources and reserves and determines the demand for these resources. It is also concerned with assessments and programs relative to resource exploration, development, transportation and transmission, and use.

The Energy Conservation and Oil Substitution Branch analyzes energy demand in major end-use sectors to define the potential for energy conservation and develops programs to ensure that the full economic potential for conservation is attained. The branch is concerned with information dissemination, the provision of incentive grants and loans, and demonstrations and related conservation programs in support of greater conservation effectiveness in the residential, building, industry and federal government sectors.

Classes of Records

Electrical Energy
EMR-10
Description: Information on electricity supplies, resources and generation through both conventional and non-conventional methods, including the uses of electrical energy and the expansion of transmission and distribution systems. *Topics:* Economics and marketing; exports; supply and demand; pricing and rates; electric power utilities; research and development; resources and generation; hydro, nuclear, thermal and unconventional generation; transmission and distribution systems; electrical utilization.

Uranium and Nuclear Energy
EMR-20
Description: Information on uranium and nuclear supplies, demands, safeguards and radioactive waste management, including uranium exploration. *Topics:* Heavy water production; international uranium and nuclear matters; nuclear energy exports, generation and costs; management of irradiated fuel waste, low-level radioactive waste and uranium tailing waste; research and development; uranium enrichment; uranium exploration; uranium exports; uranium mining; uranium prices and rates; uranium processing and refining; uranium sources; uranium supply and demand.

Technology Transfer and Demonstration
EMR-30
Description: Information on the development of policies and programs for demonstrating and transferring the results of tested energy conservation material and equipment for more energy efficient buildings and housing units. *Topics:* Building codes and standards; conservation materials and equipment; commercial sector; industrial sector; residential sector; transportation sector; urban sector; Building Energy Technology Transfer Program (BETT); Super Energy Efficient Housing Demonstration Program (SEE), also referred to as the R-2000 Program.

Coal
EMR-40
Description: Information on reserves, supply and demand, new utilization, and conversion technologies of coal. *Topics:* Economics and marketing; environmental concerns; mining methods and issues; conversion technologies; research and development; resources; resources on federally owned land; ownership and control; coal transportation; treatment; utilization of coal and coal mixtures; peat resources.

Transportation Energy
EMR-50
Description: Information on the development of policies and programs to encourage energy conservation in the transport sector through the use of new and alternate fuels. *Topics:* Gaseous fuels; Propane Vehicle Grant Program; Federal Propane Vehicle Program (FPVP); compressed natural gas (CNG); CNG Vehicle Grant Program; CNG Fueling Station Program; liquefied natural gas (LNG); liquid hydrocarbon; liquid synthetic; research and development; transportation systems; outreach programs; ride-sharing; federal van-pool program; vehicles; automotive exhaust emission standards; motor vehicle fuel consumption standards.

Renewable Energy
EMR-60
Description: Information on the development and implementation of programs and policies for renewable energies, such as biomass, the sun and wind. *Topics:* Biomass; energy conservation techniques and technologies; geothermal energy; research and development; small scale hydro; solar wind; Accelerated Demonstration of Solar Domestic Hot Water Program (DHW); Commercial/Industry Solar Demonstration Program; Conservation and Renewable Energy Demonstration Agreements and Programs (CREDA/CREDP); energy from the forest biomass conversion (ENFOR); forest industry renewable energy (FIRE); purchase and use of solar heating (PUSH); Renewable Energy Conversion Assistance Program (RENCAP); Remote Community Demonstration Program (RCDP); Special Projects Solar Demonstration Program.

Policy and Co-ordination
EMR-70
Description: Information on the analysis, planning and implementation of energy conservation policies in the commercial industrial, institutional and residential sectors. *Topics:* Policy development; economic analysis; consumer behaviour and energy services studies; energy conservation in the commercial, industrial, residential and transportation sectors; institutional analysis; sales tax exemptions for energy conservation devices and equipment; technology and standards for appliances and equipment; urban systems analysis and waste recovery municipal energy conservation; the Municipal Energy Management Program (MEMP).

Home Energy Programs
EMR-80
Description: Information on the development of policies and programs that encourage energy conservation and oil substitution in the residential sector. *Topics:* Energy conservation; building codes and standards; energy research and development; renewable energy; Technical Resources Unit and the Heatline; Canada Oil Substitution Program (COSP); Gas Electric Conversion Assistance Program (GELCAP), Renewables Conversion and Enhanced Conservation Assistance Programs (RENCAP/ECAP); Canadian Home Insulation Program (CHIP); Consumer Education Program (CEP); CEP on-site and questionnaire audits; Canadian Home Energy Program (CHEP).

Federal Energy Management Programs
EMR-90
Description: Information on internal energy conservation programs developed to provide the efficient use, conservation and reduction in consumption of energy by federal government departments, agencies and crown corporations. *Topics:* Energy conservation in the commercial, industrial and transportation sectors; research and development; Federal Energy Management Program (FEMP); Internal Energy Conservation Program; Off-Oil Conversion Program; Retrofit Program; conservation equipment and material.

Industrial Energy
EMR-100
Description: Information on the development of policies and programs that provide assistance to the industrial, commercial, institutional and agricultural sectors in the efficient use of energy conservation. *Topics:* Commercial task forces: industrial issues; industrial task forces; National Energy Audit Program (NEAP); Atlantic Energy Conservation Investment Program (AECIP); Industrial Conversion Program (ICAP); Industrial Energy Management Program (IEMP); Industry Energy Research and Development Program (IERD).

Energy Policy Analysis Sector

This sector conceptualizes and develops Canadian energy strategy, policy and programs, negotiates and co-ordinates all aspects of Canadian energy policy in both the domestic and international areas, and co-ordinates energy policy and program functions at the departmental level. It also conducts economic and financial analyses concerned with energy policy alternatives, Canadianization, corporations, and energy projects and programs. The activities of the sector are carried out by the following branches: Energy Strategy, Financial and Fiscal Analysis, Corporate Development and Economic Analysis, International Energy Relations, and Energy Policy Co-ordination.

Classes of Records

Macroeconomic Analysis
EMR-110
Description: Information on macro-analysis of the size of the impact of energy and mineral policies on economic growth, employment, inflation, the balance of payments, regional development and other macroeconomic variables. *Topics:* Business expenditures; consumption; fiscal policy; foreign countries; government expenditures; housing; international trade; labour; monetary policy; prices and costs; regional conditions; savings; energy issues and policies; mineral issues.

Canadianization Program
EMR-120
Description: Information on the management, development and monitoring of the Canadianization program to increase opportunities for Canadian ownership in the petroleum industry, including policy advice to the Foreign Investment Review Agency on energy-related investment transactions. *Topics:* Component programs; corporate development: acquisitions, co-operative oil and gas ventures, joint ventures, corporate development in the private and public sector; energy issues and sources; Foreign Investment Review Agency (FIRA).

Energy Market Analysis
EMR-130
Description: Information on market analysis of energy demand, supply and price increase, of petroleum and non-petroleum products and its impact on the consumer and the economy. This includes the development of models and other computer-based analytical programs and the evolution of energy supply potentials. *Topics:* Energy demand and price analysis; energy supply analysis; forecasts; models; petroleum products, non-petroleum products.

Energy Statistics
EMR-150
Description: Information on various types of statistics and data on all forms of energy commodities in Canada and foreign countries. *Topics:* Exports; imports; coal; coal exports and imports; electricity; petroleum; petroleum exports and imports; petroleum prices; petroleum supply and demand; natural gas; natural gas exports and imports; natural gas prices.

Energy Policy Planning
EMR-160
Description: Information on the analysis, development and co-ordination of federal energy policies, including strategies, initiatives and negotiations with the provinces, northern territories and native people on energy-related issues. *Topics:* Provincial energy issues; federal issues on coal, electrical energy, energy conservation, petroleum, uranium and nuclear energy; federal-Atlantic issues on coal, electrical energy, energy conservation, petroleum, renewable energy, uranium and nuclear energy; federal-central issues on electrical energy, petroleum, uranium and nuclear energy; federal-northern issues on electrical energy, energy conservation, environment, land claims, petroleum, transportation; federal-western issues on coal, electrical energy, petroleum.

Financial and Fiscal Analysis
EMR-170
Description: Information on the analyses and recommendations for energy policy in the oil and gas sectors, with particular reference to revenue sharing, fiscal policy, project economics, industry investment and rates of return, and federal-provincial negotiations. *Topics:* Financial and statistical data on costs and expenditures, revenues, profits, financial performance and activity reports; models; fiscal analysis on federal incentives, royalties, taxation, provincial royalties and incentives and international industry analysis; project analysis.

International Energy Relations
EMR-180
Description: Information on bilateral and multilateral energy relations and negotiations, visits to and from other countries, international energy organizations, foreign energy policies and international development assistance initiatives. *Topics:* Domestic energy organizations; Petro-Canada International Assistance Corporation; bilateral energy relations; multilateral energy conferences, meetings and seminars; foreign countries; Canadian energy commodities; international energy organizations; European Economic Community (EEC), International Atomic Energy Agency (IAEA), International Energy Agency (IEA), Organization for Petroleum Exporting Countries (OPEC), Organization for Economic Co-operation and Development (OECD), United Nations (UN); visits and protocol.

Corporate Development
EMR-190
Description: Information on monitoring crown corporations in the energy area, short- to medium-term economic and policy analysis and evaluation related to current energy issues, and the management of the Energy Envelope. *Topics:* Crown corporations; Energy Envelope; industrial benefits from energy projects; alternate energy sources; coal; electricity; energy issues; energy conservation; nuclear issues; nuclear policy review; petroleum issues; downstream marketing, refining; upgraders; natural gas issues; uranium issues.

Monitoring — Petroleum Monitoring Agency
EMR-200
Description: Information on monitoring the financial performance of the Canadian non-petroleum and petroleum industry under the *Energy Monitoring Act* and Regulations. *Topics:* Accounting practices; petroleum corporations monitoring act and regulations; Canadian coal industry; Canadian petroleum industry financial performance, surveys, ownership and control and energy research and development; special studies on drilling fund, operating costs and taxation.

Petroleum Sector

This sector conducts studies on petroleum and natural gas for policy development and information purposes. It evaluates Canada's oil and gas sources and reserves and determines the demand for these resources; it is concerned with assessments and programs on resources, exploration, development, transportation, processing, marketing, use and pricing; and it is responsible for such major programs as the Oil Import Compensation Program and the Distribution Systems Expansion Program. The activities of the Petroleum sector are carried out by the following branches: Petroleum Utilization, Petroleum Resources, Oil Supply, Natural Gas, Oil Pricing and Compensation.

Manuals

- Oil Import Compensation Program Procedures Handbook
- New Petroleum Resources Compensation Program Procedures Handbook
- Domestic and Foreign Petroleum and Petroleum Products
- Levy Program Procedures Handbook
- Standard Procedures for Petroleum Measurement at Seaports

Classes of Records

Petroleum Utilization
EMR-215
Description: Information on marketing activities, refining systems, processing capabilities, evaluation of technologies, environmental effects and transportation facilities of petroleum resources in Canada. *Topics:* Petroleum industry; exports; imports; import compensation; downstream; marketing; sales realization; special studies; supply and demand; taxes; prices; posted prices; processing petrochemicals; refineries; processing technologies; upgrading; transportation.

Petroleum Resources
EMR-225
Description: Information on the analysis and policy development of all aspects of the upstream side of the oil industry from land tenure, geology, geophysics, exploration and development drilling to reserves and production of oil and gas, including resource assessments, as well as engineering and supply-costing of producing potential oil and gas pools in conventional and frontier areas of Canada. *Topics:* Economic analysis; environmental impact; engineering; engineering cost and expenditures; pricing; research and development; fossil fuels; hydrocarbon liquids reserves, oil; enhanced recovery; oil shut-in; oil sands reserves; upgrading; federal/provincial heavy oil agreement; gas reserves; deep basin and tight gas reserves; gas shut-ins; fiscal regime; transportation; upstream activities; reserves development; oil and gas exploration and production.

Oil Supply
EMR-235
Description: Information on various analyses, requirements and availability of domestic and international oil supplies. *Topics:* Emergency oil inventory; export; export pricing; taxes and charges; imports; pricing; supply and demand; charges; transportation; Organization of Petroleum Exporting Countries (OPEC); Organization of Arab Petroleum Exporting Countries (OAPEC); private and government-owned industries; International Energy Agency (IEA); world oil market.

Natural Gas
EMR-245
Description: Information on various natural gas issues affecting the marketing, pricing and transmission of natural gas in interprovincial and international trade, including the designing and administering of federal expenditures programs aimed at expanding markets within Canada. Also includes information on the development of natural gas liquid sources, programs and projects. *Topics:* Canada Lands; export; export pricing; fiscal regime; major projects; pipeline projects; gas pricing; marketing; supply and demand; natural gas liquids; compressed natural gas; Market Development Incentive Payment (MDIP); Distribution System Expansion Program (DSEP); DSEP propane; Transmission System Expansion Program (TSEP); Transporation Assistance Program (TAP); Gas Marketing Assistance Program; Natural Gas Laterals Program.

Oil Pricing and Compensation
EMR-255
Description: Information on the development and administration of the new oil reference price and compensation programs. *Topics:* Petroleum Compensation Programs; transhipment cases; petroleum compensation accounting; Interprovincial Pipeline Deficiency Agreement; supply and demand; domestic transfer compensation and inspection program; exchange compensation; Oil Import Compensation Program (OICP); asphalt; carbon black imports; exports; heavy fuel oil; Mexican crude oil imports; compensation; synthetic compensation program (Syncrude and Suncor); petroleum product imports; petroleum levies; oil exports from St. Regis Indian Reserve; Canadian ownership special charge; petroleum compensation charge; transportation fuel compensation recovery charge; oil pricing; blended price system; industry cost data; pricing negotiations and agreements; New Oil Reference Price (NORP); special old oil price (SOOP).

Petroleum Incentives Administration

The Petroleum Incentives Administration is responsible for the administration of the *Petroleum Incentives Program Act* and the *Canadian Ownership and Control Determination Act*.

In this capacity, the Administration is responsible for the collection, analysis and study of information pertaining to the determination of companies' and individuals' Canadian ownership rate and control status and their eligibility for reimbursement of certain approved expenditures and the development of policy and regulations.

Manuals

- Petroleum Incentives Program (PIP) Information Kit
- Canadian Ownership and Control (COCD) Determination Information Kit
- Manual of Interpretations of COCD Regulations (under development)
- Policy and Precedents Manual — PIP Program
- Case Assessment Criteria Manual — PIP Program

Classes of Records

Operations
EMR-320
Description: Information from companies and correspondence between the Department and the companies on the Canadian Ownership and Control Status and the Petroleum Incentives Program. *Topics:* Applications; case assessment; comptroller, management systems; program assistance, review and audit; validation and control.

Policy, Rulings and Evaluation
EMR-330
Description: Information on the development of policy and interpretations with respect to the Canadian Ownership and Control Determination Program and the Petroleum Incentives Program. *Topics:* Planning and evaluation; policy and rulings; eligible and non-eligible applicants; eligible and non-eligible expenditures; adjusted eligible expenses; inquiries, comments and concerns; case precedents; and rulings.

Canada Oil and Gas Lands Administration

The Canada Oil and Gas Lands Administration (COGLA) is responsible for the disposition and management of oil and gas rights on Canada Lands and all mineral rights in offshore areas. It also supervises and regulates oil and gas operations under federal jurisdiction and makes recommendations on the preparation of regulations and legislation related to these responsibilities.

Manuals

- Procedures Manual for Offshore Mineral Rights
- Procedures Manual for Orders in Council
- Accounting Procedures Manual for Oil and Gas Permits

Classes of Records

Canada Benefits
EMR-341
Description: Information on the analysis and management of procurement plans submitted by oil and gas operators seeking exploration agreements to ensure benefits to the Canadian economy. *Topics:* Canada benefits packages; employment benefits; East Coast, northern regions; industrial benefits; social benefits; project notification; research and development programs; technology transfer.

Environmental Protection
EMR-342
Description: Information on the protection of oil and gas operations in marine and coastal areas from environmental risks, as well as the protection of the environment from the affects of drilling operations. *Topics:* Environmental protection and marine pollution; contingency planning; in-house; industry; international; environmental assessment; Canada Lands; East Coast offshore; environmental assessment and review process; environmental studies revolving fund; research and development; biological environment; northern environment; physical

environment; physical oceanography; meteorology and climate studies; financial security.

Land Management
EMR-343
Description: Information on the negotiation, issuing and administering of oil and gas exploration and production rights. *Topics:* Mineral rights on Canada Lands; financial accounting; production reports; oil and gas leases; mineral rights on public lands; mining leases; oil and gas leases; reservation of mines and minerals; royalties; titles; production evaluation; guaranty deposits; rights transfer.

Policy Analysis and Co-ordination
EMR-344
Description: Information on the analysis, development and interpretation of policy with respect to the management of oil and gas exploration and development activities on Canada Lands. *Topics:* Provincial oil and gas issues; provincial negotiations; policy review.

Resource Evaluation
EMR-345
Description: Information on the estimation of oil and gas reserves and potential on Canada Lands. *Topics:* Deep seabed resources; deep ocean mining; offshore mining; non-fuel minerals; mineral resource inventory; deep seabed resource management; shelf resources; shelf mining; ocean resources citation retrieval; geoscientific projects; scientific research; offshore; East Coast.

Engineering
EMR-346
Description: Information on the operational and occupational safety of drilling and developing activities on Canada Lands as it relates to the regulatory basis that governs equipment and procedures for drilling and production of oil and gas. *Topics:* Offshore operations; statistics; geological and geophysical reports; diving; drilling; pipelines and transportation; reservoir and reserve studies; offshore structures; technological developments; Ocean Ranger accident; investigations; Royal Commission.

Regulation of Drilling Projects
EMR-347
Description: Information on the management and control of drilling and exploration projects across Canada. *Topics:* Survey applications; geophysical/geological reports; environmental studies; feasibility studies; well history reports.

Energy Supplies Allocation Board

The board develops policies, programs and information systems for the allocation of crude oil and petroleum products in the event of an emergency, and for a supplementary rationing system to reinforce the allocation programs, if required. It monitors petroleum supply and demand trends to evaluate the need for emergency measures as provided by the *Energy Supplies Emergency Act.*

Manuals

- Crude Oil Allocation Manual
- Petroleum Products Allocation Manual
- Gasoline Rationing Manual
- Petroleum Emergency Allocation Systems Manual

Classes of Records

Energy Emergency Planning
EMR-350
Description: Information on the development of programs and procedures dealing with actual or anticipated shortages of petroleum or disturbances in the petroleum markets that may affect the national security, welfare, and economic stability of Canada. *Topics:* Energy Supplies Allocation Board; Energy Emergency Planning; International Energy Agency (IEA); public information program; electronic data processing (EDP); EDP allocation; EDP rationing; operations analysis; compliance and audit; entitlement review; Emergency Organization; National Emergency Agency for Energy (NEAE); emergency planning; North Atlantic Treaty Organization (NATO); demand restraint; allocation planning; rationing.

Uranium Canada Limited

Uranium Canada Limited (UCAN), a crown corporation incorporated in June 1971 under the *Canada Corporations Act* and continued under the *Canada Business Corporations Act* in 1980, is for all its purposes, an agent of Her Majesty, and its powers may be exercised only as an agent of Her Majesty. The objective of the corporation is to negotiate, execute and perform agreements for the purchase, stockpiling and sale of uranium concentrates and to do or procure the doing of anything necessary or incidental thereto, all subject to the approval of the Governor in Council.

The activities of the corporation ceased on May 29, 1981, with the transfer of the residual uranium stockpile to Eldorado Nuclear Limited.

Classes of Records

Corporate Records
EMR-360
Description: Information on the activities of the corporation in the international and domestic uranium markets, including administration of contracts, sales, loans and delivery from the uranium stockpiles. *Topics:* Annual reports, bylaws, resolutions and meetings of directors; negotiations and contracts, deliveries to and from the uranium stockpiles, sales proposals and agreements; international markets and trade in uranium; and Canadian and International Uranium Producers' meetings.

Earth Sciences Sector

The Earth Sciences sector comprises activities of the Department's Minerals and Earth Sciences program directly related to Canada's landmass, its mineral and energy resources and geological hazards. All activities of the sector contribute directly to the attainment of the objectives of the Minerals and Earth Sciences program.

A comprehensive, integrated geoscience knowledge base encompassing the whole of the Canadian landmass, onshore and offshore, is an essential prerequisite for exploration, development and management of mineral and fossil fuel resources, identifying and overcoming constraints to development and natural hazards, and minimizing the deleterious effects of human activity on the environment. Concerns for which this knowledge is critical include the effects of permafrost on petroleum development and transportation, pipeline routing, disposal of radioactive waste, geothermal energy, acid rain, seismic risks in areas of development and national defence. The activities of the Earth Sciences sector are carried out by four branches: Earth Physics branch, Geological Surveys of Canada, Surveys and Mapping branch and the Polar Continental Shelf Project.

Earth Physics Branch

This branch contributes fundamental information on the geophysical framework and processes of the landmass, including a knowledge of the gravity and magnetic fields, geothermal properties and seismicity of the country.

Manuals

- Standard Seismograph Station Operator's Manual
- Regional Station Operator's Manual
- Instrument Operations in the Field and Laboratory

Classes of Records

Geodynamics
EMR-370
Description: Information on the Earth's rotation, polar motion and earth tides. Includes investigation of crustal strain and tilt related to tectonic movements, groundwater levels and earthquake predictions. *Topics:* Crustal dynamics; global geodynamics; satellite and astronomical observations.

Geomagnetism
EMR-380
Description: Information on the monitoring of the geomagnetic field over the Canadian landmass and offshore areas. Includes study of the earth's structure and nature of the geomagnetic field. *Topics:* Activity forecasts and information; Canadian magnetic observatory network; disturbances and predictions; earth structure studies; paleomagnetic studies; surveys.

Geothermics
EMR-381
Description: Information on research into the thermal regime of the Canadian landmass and off-shore areas. *Topics:* Geothermics; geothermal energy; geothermal studies; permafrost.

Gravity
EMR-382
Description: Information on gravity surveys of the Canadian landmass and offshore areas, national gravity standards and data, regional and national gravity maps and research of the gravity field and earth structure. *Topics:* Earth structure studies; gravity mapping; surveys; map compilation; standards and data base.

Seismology
EMR-383
Description: Information on monitoring of seismic ground motion (earthquakes) and structure and dynamics of the Canadian landmass and offshore areas. *Topics:* Seismology; earth structure studies; geoscience of nuclear explosions; seismic ground motion; seismological networks and data control.

Geological Surveys of Canada

The Geological Surveys of Canada contribute the results of the geological research and surveys, quantitative measurements resulting from geophysical and geochemical surveys, and research on exploration methods and technologies.

Manuals

- Catalogue of Scientific Projects

Classes of Records

Central Laboratories and Technical Services
EMR-401
Description: Information on the compositional analysis of rocks, minerals, ores and other geological materials used in connection with branch scientific projects. Also includes the provision of mineralogical information to the public. *Topics:* Analytical chemistry; standards; mineralogy; national collections; rock and mineral information services; technical services.

Economic Geology
EMR-402
Description: Information on the integration of regional geology and mineral depost data and metallogenic concepts to determine the probable distribution and potential abundance of Canada's non-hydrocarbon mineral resources. Also includes appraisals of individual commodities. *Topics:* Geomathematics; mineral data bank; deposit geology; deposits; uranium resource evaluation.

Geological Information
EMR-403
Description: Information on the management and operations of the Geological Information division to ensure the results of the branch's scientific programs are made available to industry, other government agencies and the general public. *Topics:* Library exchange agreements; Geoscan; Geoscan federal/provincial; agencies; publication production; services; technical photography.

Precambrian Geology
EMR-404
Description: Information on the management and operations of the Precambrian Geology activities, ensuring the availability of comprehensive knowledge, technology and expertise on the bedrock geology and mineral resources of the Canadian Precambrian Shield, and plutonic and igneous rocks in Atlantic Canada. *Topics:* Geochronology; paleomagnetism; petrology.

Resource Geophysics and Geochemistry
EMR-405
Description: Information on the management and operations of the Resource Geophysics and Geochemistry division in the development and demonstration of improved technologies and the applications of these technologies in surveys of the Canadian landmass. *Topics:* Regional geophysics; aeromagnetic surveys; resource geochemistry; resource geophysics.

Terrain Science
EMR-406
Description: Information on the management and operations of Terrain Sciences activities to ensure the availability of comprehensive knowledge and expertise on surficial materials, natural terrain hazards, and the capabilities of the terrain to support human activities. *Topics:* Geomorphic process and engineering geology; nuclear fuel waste management program; transportation and hydrocarbon development; paleoecology and geochronology; sedimentology and mineral tracing.

Atlantic Geoscience
EMR-407
Description: Information on the management and operations of Atlantic Geoscience activities to ensure a comprehensive knowledge, technology and expertise on the geology of the Atlantic and Arctic offshore regions of Canada and the sedimentary basins of the Appalachian region. *Topics:* Eastern petroleum geology; environmental marine geology.

Cordilleran Geology
EMR-408
Description: Information on the management and operations of the Cordilleran Geology activities to increase the knowledge of the composition, age, distribution and origin of regionally mappable rock units to better assess the mineral and hydrocarbon potential in the Canadian Cordillera and adjacent offshore regions. *Topics:* Cartography; marine geology; micropaleontology; studies.

Sedimentary and Petroleum Geology
EMR-409
Description: Information on the management and operations of Sedimentary and Petroleum Geology activities to ensure a comprehenisve knowledge, technology and expertise on the geology and resource potential of the sedimentary basins of western and northern mainland Canada, the Arctic Islands and the Arctic offshore regions. *Topics:* Coal geology; resource evaluation; technology; paleontology; petroleum geology; geochemistry; petroleum resource appraisal; regional geology; curation and technical services.

Surveys and Mapping Branch

This branch provides the foundation for the other activities of the sector, other government departments, municipal and provincial governments, agencies, and industries by providing the geodetic, topographic and geographic base of Canada. In addition, the branch has the responsibility for the periodic production of a national atlas, cyclic revision of aeronautical charts, electoral maps and the surveying of Canada Lands.

Divisions

- Branch Headquarters
- Geodetic Survey Division
- Topographical Survey Division
- Geographical Services Directorate
- Legal Surveys Division
- International Boundary Commission
- Reproduction and Distribution Division

Manuals

- ER 18 Inertial and Gyro Systems
- ER 19 Field Reports
- Digital Mapping Standards
- 15 Year Long Range Plan — International Boundary Commission Field Manual

Classes of Records

Canada Lands Surveying
EMR-445
Description: Information on the management and regulation of all surveys carried out in Canada Lands, as stipulated in the *Canada Lands Surveys Act*. Canada Lands include all land in the Yukon and Northwest Territories that is not privately owned, Indian Reserves, national parks and the lands offshore. *Topics:* Boundary surveys; electoral districts legal surveys; federal government surveys; Indian reserves; legal survey monument co-ordinate file; national and historical parks and sites; offshore surveys; survey information procedures; survey records; territories surveys; territorial resources base mapping; rights of way; settlement surveys.

Geodesy
EMR-455
Description: Information on the creation and maintenance of a national geodetic survey network, which is fundamental to all forms of surveying. Aspects of geodetic information include measurements of latitude, longitude, elevation, geometry of the earth's surface and the earth's physical anomalities. *Topics:* Geodetic information; data analysis and adjustment; data services; secondary integration; field surveys; inertical survey system (ISS); primary horizontal control; primary vertical control; satellite doppler; secondary control.

Geographical Mapping
EMR-465
Description: Information on the earth's surface, form, physical features, national and political divisions, climate, productions and population. *Topics:* Aeronautical charting; flight information amendments, instrument flight rules, visual flight rules; Canadian permanent committee on geographical names: national toponymic data base (NTDB), principles, proposals, war casualty names; geographical maps and information; general cartographic services, international map of the world; geographical research; economic geography, historical geography, human geography, physical geography.

Map Publishing
EMR-475
Description: Information on the publication of maps, aeronautical charts, air photographs and related publications, the maintenance of an adequate supply of these materials for sale to governments, industry and the public through a national network of dealers in the private sector. *Topics:* Aerial photographic services; map distribution; map reproduction.

International Boundary
EMR-485
Description: Information on the maintenance and regulation of the land and water boundary between Canada and the United States. Aspects include positioning of boundary line points, settlement of disputes and jurisdictional questions, regulation of construction and removal of boundary obstructions. *Topics:* Boundary line traversing; regulating the construction of works near the boundary; monuments; territorial waters; U.S.-Canada environmental relations.

Topographical Mapping
EMR-495
Description: Information on the mapping of the Canadian landmass in detail, showing relief elevation, lakes, rivers, roads, buildings, airports, and canals, including names of features and places. *Topics:* Contract mapping; digital mapping; nomenclature and toponomy; new mapping; remote sensing; research development; revisions mapping; standards and specifications; survey control.

Polar Continental Shelf Project

The Polar Continental Shelf Project provides a centralized logistic service for scientific work being conducted in the Arctic. In addition, it provides information to the scientific community and local inhabitants, on Arctic research and operations. It also conducts limited research into Arctic problems that are not being addressed by other agencies.

Classes of Records

Arctic Science
EMR-595
Description: Information on the scientific investigations of Canada's Polar Continental Shelf, Arctic Ocean and mainland region in maintaining effective policies, and co-ordination of scientific activities relating to Arctic paleoclimate and climate forecasting. *Topics:* Climatology; climatology weather reports; glacier physics.

Logistical Support
EMR-605
Description: Information on the provision and co-ordination of annual logistical support by the Polar Continental Shelf Project for field parties from federal departments, foreign governments and their agencies, Canadian and foreign universities and groups from the private sector. Includes such aspects as safety, living and working conditions, transportation, equipment and communications. *Topics:* Base camp operations; land use permits; field activities; procurement for aircraft; aircraft fuel; materiel; scientific services; vehicles.

Mineral Policy Sector

This sector is responsible for developing, promoting, co-ordinating and recommending national policies, plans and programs for non-fuel minerals. It is also responsible for the collection, assembly and publication of national mineral statistics on behalf of the federal government in co-operation with the provinces and for the management on behalf of the federal government of mineral development sub-agreements with the provinces. In addition, the sector provides direction for the management of the Minerals Program within the Department.

Its work includes the collection of national and international data and intelligence, the conduct of ongoing appraisals, studies and representations in a provincial, national and international context on matters of exploration, development, production, processing, transportation, trade and use of non-fuel minerals. The sector is divided into three branches: Minerals and Metals Strategy, Economic Policy and Financial Analysis, Resource Supply and Information.

Manuals

- Mineral Policy Sector Records Index

Classes of Records

Economic Analysis
EMR-635
Description: Information on the assessment of economic and fiscal factors affecting the competitiveness of Canadian minerals and metals industry. *Topics:* Economic data base systems; economic prospects; federal policy analysis; financial and corporate analysis of the mining industry; forecasting; foreign mineral industry; mining equipment industry; financial and taxation models; analysis of major mining projects; Queen's Centre for Resource Studies research program; regional economic analysis; tax policy analysis.

Human Affairs
EMR-645
Description: Information on the analysis and development of strategies and programs in order to ensure the availability of human resources and enhance the quality of work life in mining communities. *Topics:* Trade unions; health and safety; job creation programs; labour markets and issues.

Information Services
EMR-650
Description: Information on the production, distribution, management and operations of minerals and metals information services. *Topics:* Corporate information; financial data, annual reports; mineral industry statistics; mineral and metal industry census and surveys; the National Mineral Inventory; minerals and metals publications.

International Mineral Relations
EMR-660
*Description:*Information on bilateral and multilateral mineral relations, discussions and negotiations with foreign countries and organizations. *Topics:* Conferences; domestic organizations; international organizations; mineral trade analysis; trade and tariffs agreements; tariff structures.

Minerals and Metals Strategy
EMR-670
Description: Information on the assessment and analysis of domestic and foreign mineral and metal commodities for the development and promotion of policies and programs. *Topics:* Commodity issues and studies; ferrous commodities; industrial commodities; non-ferrous commodities; non-ferrous smelter strategy; processing technology; marketing; environmental issues.

Regional Mineral Development
EMR-680
Description: Information on the regional mineral development strategies and policies in order to contribute to the mineral economic development of Canadian regions. *Topics:* Federal Economic Development Co-ordinators (FEDC); mineral components of federal/provincial economic agreements and programs; General Development Agreements (GDA); Mineral Development Agreements (MDA); infrastructure in support of mineral developments; northern development; native land claims; regional analysis.

Resource Supply Analysis
EMR-690
Description: Information on the analysis of the mineral resource supply in order to ensure adequate supplies of minerals and metals for Canada. *Topics:* Canadian resource supply; mineral and metal exploration activity; mine monitoring, ore reserves; foreign supply; Canadian import dependence; the International Strategic Minerals Inventory; ocean minerals.

Research and Technology Sector

This sector is responsible for research that spans the accepted public sector spectrum of policy research and development, and protection and productivity technologies to enhance the development of Canada's renewable and non-renewable resources. Specifically, four activities in the Minerals and Earth Sciences Program and one activity in the Energy Program address technologies for the extraction, processing, use and conservation of mineral and energy resources; for the regulation of explosives; and for remote sensing. These areas of interest — energy, mineral resources and high-technology industrial development — relate directly to government priorities for the 1980s. These activities are carried out by four branches: the Canada Centre for Mineral and Energy Technology (CANMET), the Canada Centre for Remote Sensing (CCRS), the Office of Energy Research and Development (OERD) and the Explosives Branch.

Canada Centre for Mineral and Energy Technology

The Canada Centre for Mineral and Energy Technology (CANMET) carries out research and development to ensure the effective use of minerals and energy, to develop new technology, and to ensure the availability of energy from innovative as well as traditional sources. Work proceeds in house and through contracts to find ways of improving the recovery, processing and use of energy resources. Research focuses on developing alternative resources that lie untapped: oil sands and heavy oils; substituting coal for oil and gas in the generation of electrical energy; and minerals technology. The focus is on exploitation of deep-lying, complex deposits, recycling waste products and reducing environmental damage. CANMET is also charged with the certification of non-destructive testing personnel for government and industry. Work is carried out through the Physical Metallurgy Research Laboratories (PMRL), the Mining Research Laboratories (MRL), the Mineral Sciences Laboratories (MSL) and the Energy Research Laboratories (ERL).

Manuals

- User Manuals for Computer Applications
- Procedure Manuals for X-Ray Analysis of Mine Dust
- X-Ray Operations
- Analytical Method of Waste Water
- Guide for the Preparation of CANMET Publications

Classes of Records

Canada Centre for Mineral and Energy Technology
EMR-715
Description: Information on the overall co-ordination, promotion and administration of research and development activities in the explosives, energy and minerals field. *Topics:* Industrial and economic analysis; inventions, patents and copyrights; program mnagement; contracts administration, project selection, monitoring and review; technical information transfer; technical services; technology evaluation; technology transfer.

***Canada Explosives Act* Administration**
EMR-725
Description: Information on the administration of the *Canada Explosives Act* by testing and confirming the new explosives submitted for

authorization, providing technical advice and investigating accidents. *Topics:* Testing and research; certification and technical advice; research and development of new technical standards.

Energy Technology
EMR-735
Description: Information on energy research and development to ensure the availability to Canada of adequate technology for the extraction, processing, use and conservation of energy resources, such as oil, gas, coal and uranium. *Topics:* Coal: carbonization; coal-liquid mixtures; combustion technologies for pollution abatement; co-processing; fine coal beneficiation; fluidized-bed combustion; gasification; liquefaction; materials for utilization and conversion; mine atmospheres; mining; novel liquefaction; preparation techniques; reserve assessment; safety certification of equipment; strata mechanics; conservation in industrial processes; industrial mineral processes; plasma technology; road vehicle fuel economy; residential heating systems; geomechanics in nuclear waste disposal; uranium extraction; alternate and conventional uranium extraction; uranium mine evaluation; uranium reserve assessment; petroleum supply; treatment of bitumen/oil emulsions and effluent waters; catalytic refining to transportation fuels; characterization of synthetic crudes and distillates; disposable catalysts; extraction of bitumen from oil sands; hydrocracking; in-situ recovery of bitumen and heavy oil; materials for hydrocarbon processing; materials for offshore structures; materials for oil and gas pipelines; conversion of natural gas to liquid fuels; separation processes for synthetic fuels; thermal oil shale/catalytic residium conversion; renewable energy technology; biomass, materials for advanced energy conversion photo-electrochemical cells; wood-fired residential heating.

Minerals Technology
EMR-745
Description: Information on mineral resource policies and the support and monitoring of research and development in the minerals field in order to ensure the availability to Canada of adequate technology for the extraction, processing, use and conservation of mineral resources. *Topics:* Conservation and resource assessment; environmental technology for mining and processing; control of pollution in industrial processes; uranium tailings technology; research and development in health and safety in the mine environment; noise and vibration in mines; materials development technology; advanced materials and instrumentation; failure control of materials; non-metallic minerals research and development; aggregate technology; properties of engineering alloys; metals processing for transportation materials; heat-treated rail; marine materials; naval materials; metal casting; degradable sand and core binders; improved iron melting practice; low pressure mould casting, mobile foundry laboratory; ultra-clean steels; metal working; welding; mineral processing; by-product recovery of valuable metals; silver recovery in the zinc industry; metal extraction from concentrates or residues; hydrometallurgical lead process; microbiological leaching; mineral beneficiation; iron ore processing; mining methods and equipment; rock mechanics; standards and specifications in analytical methods; chemical standards; materials testing; certification of non-destructive personnel.

Canada Centre for Remote Sensing

The Canada Centre for Remote Sensing (CCRS) is responsible for the development and demonstration of systems, methods and instruments to acquire, disseminate and analyze remote sensing data from aircraft and satellites as a contribution to the development of effective information and management systems for Canada's land and ocean resources and environment.

Manuals

- Manual for Operation of Photographic Analysis System

Classes of Records

Air Operations
EMR-771
Description: Information on the use, operations, maintenance and calibration of aircraft and of electrical and electronic equipment engaged in remote sensing activities. *Topics:* Airborne data acquisition; aircraft operations and maintenance; aircraft systems support.

Automated Systems and Methods
EMR-772
Description: Information on research and development in computer systems and methods for the processing, analyzing and storing of remotely sensed data acquired from satellites and airborne platforms and the provision of technical assistance and advice for hardware procurement and software development. Also includes the provision and operation of facilities for processing satellite and airborne remotely sensed data. *Topics:* The synthetic aperture radar digital processor; digital storage technologies; the Digital Image Correction System; image analysis systems; visible infrared spectroscopy; image processing systems; National Oceanic and Atmospheric Administration's (NOAA) satellite systems; image correction system.

Data Applications
EMR-773
Description: Information on research and development in remote sensing information extraction techniques and the development and demonstration of applications of remotely sensed data to resource management and environmental monitoring problems. *Topics:* Applications development and demonstration; agriculture; forestry; geology and cartography; hydrology.

Data Application Services
EMR-774
Description: Information on the provision of analysis facilities and information and advisory services to assist users in applying remote sensing technologies. *Topics:* Marketing; image analysis services; transfer of remote sensing technologies to industry; technology enhancement program.

Radarsat
EMR-775
Description: Information relating to Radarsat projects for the development of a radar satellite capable of supplying sea ice information; research and development in spaceborne radar technologies; administration and co-ordination of the Radarsat projects. *Topics:* Economic studies; concept design studies; mission (user) requirements; technology development; spaceborn synthetic aperture radar.

Satellite Data
EMR-776
Description: Information relating to satellite operations and products, the acquisition of data, and the research and development of new remote sensing techniques to ensure the availability of data from satellites. *Topics:* European Space Agency's (ESA) ERS-1 satellite program; National Aeronautics and Space Administration's (NASA) Landsat satellites; Landsat products; National Oceanic and Atmospheric Administration's (NOAA) Landsat-D satellites; Landsat-D receiving stations upgrade; receiving stations; NASA seasat and sursat program and projects; Satellite pour l'Observation de la Terre (SPOT).

Sensors Research and Development
EMR-777
Description: Information on the development and evaluation of new and novel remote sensors for use from airborne and satellite platforms. *Topics:* Airborne laser sensors; microwave radiometer and scatterometer; visible and infrared sensors.

Office of Energy Research and Development

The Office of Energy Research and Development (OERD), as Secretariat for the Interdepartmental Panel on Energy Research and Development, is responsible for the development of federal research and development (R&D) policies to support national energy strategy options; collection of information on R&D and demonstration activities in federal and provincial departments and agencies, industry, universities, and internationally; provision of advice on the allocation of federal R&D resources; technical evaluation of federal R&D programs; management of energy R&D programs through contracts and co-operative agreements; and provision of information on Canadian energy research and development.

Classes of Records

Energy Research and Development
EMR-800
Description: Information on general energy research and development activities in the extraction, processing, use and conservation of mineral and energy resources. *Topics:* Coal research and technology; provincial coal policy; international research and development; provincial activities; the Alberta Canada Energy Resources Research Fund (ACERRF); federal-provincial demonstration agreements; industrial research and development.

Energy Research and Development Tasks and Programs
EMR-805
Description: Information on the administration of the inter-departmental research and development program in conservation, oil, coal, nuclear, renewable energy, new liquid fuels and conventional energy systems. *Topics:* The Inter-departmental Panel on Energy Research and Development; energy research and development tasks and programs; proposals for funding; Office of Energy Research and Development (OERD); generic environment program; the Laval University Green Program; research and development in conservation; the oil sands, heavy oil and coal research and development; nuclear energy research and development; renewable energy research and development; new liquid fuels research and development; conventional energy systems research and development.

Explosives Branch

This branch is responsible for the administration of the *Canada Explosives Act* and related activities in the explosives field. Its responsibility includes control over all factories that produce commercial blasting explosives, military explosives, blasting accessories, sporting ammunition, fireworks and other pyrotechnics, and control of the quality and safety of these products. The branch also monitors road transportation, storage, sale and importation of explosives.

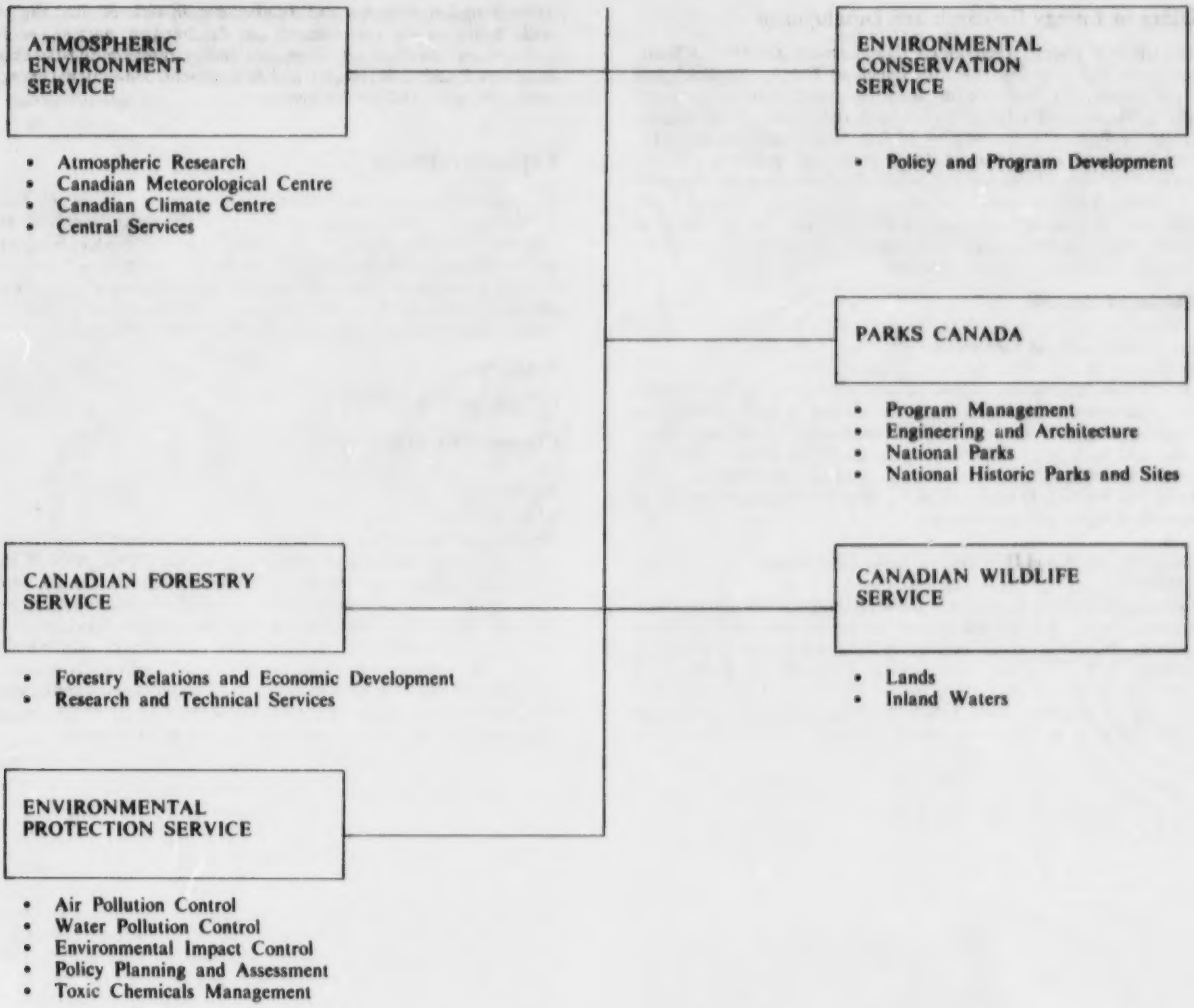
Manuals

- Explosives Branch File Index

Classes of Records

Explosives
EMR-810
Description: Information on the administration of the *Canada Explosives Act*, in the interest of public and worker safety, through the regulation throughout Canada of the manufacture, storage, sale, transportation and use of explosives. *Topics:* Accidents and incidents; licensed factories; manufacturing and production; fabrication licences; safety certificates; authorization and testing; magazine licences for storage; user magazine licences; blending permissions; reloading ammunition permissions; annual importation permits, general importation permits, transportation permits; safety standards and regulations for explosives; types and classification; utilization.

Department of the Environment



ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
DEPARTMENT OF THE ENVIRONMENT
10 WELLINGTON STREET
LES TERRASSES DE LA CHAUDIÈRE
28TH FLOOR
HULL, QUEBEC
K1A 0H3

Background

The Department of the Environment officially came into being June 11, 1971, following proclamation of the *Government Organization Act*, 1970.

It was created to bring together elements within the federal government already involved in work related to the Canadian environment and our renewable resources. The Department is also known by the short form, Environment Canada.

On April 2, 1979 the proclamation of the *Government Organization Act* (1979) reorganized Environment Canada into two Departments which included Parks Canada and Fisheries and Oceans Canada.

Laws and Regulations

- Ambient Air Quality Objectives, Nos. 1 and 2
- Canada Water Act
- Canada Wildlife Act
- Chlor-Alkali Mercury Liquid Effluent Regulations
- Clean Air Act
- Department of Transport Act
- Environmental Contaminants Act
- Fisheries Act
- Forestry Development and Research Act & Regulations
- Game Export Act
- Heritage Canals Regulations
- Historic Sites and Monuments Act
- International River Improvements Act
- International River Improvements Regulations
- Leaded Gas Regulations
- Lead-Free Gasoline Regulations
- Meat and Poultry Products Plant Liquid Effluent Regulations
- Metal, Mining Liquid Effluent Regulations
- Metallurgical Industries Arsenic Information Regulations
- Metallurgical Industries Mercury Information Regulations
- Migratory Birds Sanctuary Regulations
- Migratory Birds Convention Act
- Migratory Birds Regulations
- National Battlefield Act of Quebec
- National Parks Regulations
- Ocean Dumping Control Act and Regulations
- Parks Canada Policy
- Petroleum Refinery Liquid Effluent Regulations
- Phosphorus Concentration Control Regulations
- Pulp and Paper Effluent Regulations
- Weather Modification Information Act and Regulations
- Wildlife Area Regulations

Overall Responsibilities

The primary objective of Environment Canada is to preserve and enhance the quality of the environment for the benefit of present and future generations of Canadians by protecting:

— man's health and property from harmful substances and environmental changes, whether natural or man-made and resource productivity, through conservation and wise use of renewable resources, for sustained economic and social benefits;

— man's quality life, on the basis of the development of society in harmony with its environment, permitting enjoyment of the environment and its resources; and

— Canada's heritage, through the protection for all time of those places which are significant examples of Canada's natural and cultural heritage and the encouragement of public understanding, appreciation and enjoyment of this heritage in ways which leave it unimpaired for future generations.

The fulfillment of this commitment includes informing, influencing, protecting, regulating, monitoring, carrying on and practicing scientific research, resource management and conservation.

As environmental processes cross political boundaries, and as the same human activity can affect matters under both federal and provincial jurisdiction the federal and provincial governments share responsibility for the environment and its resources.

The provinces have direct management responsibility for most environmental and resource matters within their borders. The Federal Government has responsibility for matters clearly within its jurisdiction (the Territories, National Parks, oceans, some resources such as fisheries, flow of goods into and within Canada, and the impact of its own activities) and for matters which the provinces cannot readily or cost-effectively undertake separately (weather services, information collection, and research).

The Department also deals with international issues to protect Canada's environment and renewable resources and at the same time contributes meaningfully to the resolution of international problems such as world-wide contaminants, climatic change and long-range transport of air pollutants. The growth of public consciousness about the collective responsibility of the government and the public for the quality of the environment is actively fostered by the Department through greater communication and awareness of environmental problems and by the maintenance of an open, accessible information service.

A number of federal departments and agencies assist the Minister of Environment Canada in his position as main advocat of responsible consideration of the environment in government planning through:

— Monitoring and scientific research — Data collection, monitoring of developments, scientific research, analysis and interpretation of the state and processes of the environment are undertaken for air, water, oceans, land, forests and wildlife. This generates information of various types, including definition of environmental and health constraints.

— Protecting and Regulating — Where federal authority exists (ocean dumping, federal facilities clean-up, northern resources), the Department works to minimize adverse impacts of toxic substances and pollutants on human health, environmental systems and renewable resources.

— Resource Management and Conservation — Directly, if within federal responsibility (migratory birds, parks, federal lands), or jointly with the provinces if jurisdiction is shared (boundary water, river basins and flood damage reduction), Environment Canada promotes conservation and sustained economic use.

— Information and Influence — Information and technical services of various types (meteorological and ice services, water information, land use data and pollution abatement technology) are provided to a wide variety of users to influence the environmental protection and resource management decisions of others (the private sector, provinces and other countries) to provide maximum continued benefit to all Canadians, and encourage responsible environmental behaviour by the federal government and other jurisdictions.

Information Directorate

General Departmental Publications List and a Scientific and Technical Departmental Publication List are prepared by the departmental Inquiry Centre (Information Directorate). Other lists of general, scientific and technical publications are produced by the Services and Directorates listed below:

- Canadian Forestry Service (CFS)
- Environmental Conservation Service (ECS)
- Inland Waters Directorate
- Lands Directorate
- Canadian Wildlife Service (CWS)
- Environmental Protection Service (EPS)
- Air Pollution Control Directorate
- Environmental Impact Control Directorate
- Water Pollution Control Directorate (PC)
- Parks Canada (included in the general publications list of Environment Canada)
- Atmospheric Environment Service (AES)
- Federal Environmental Assessment Review Office (FEARO)
- Office of the Science Advisor
- Canadian Environmental Advisory Council

Access Procedures

Please address formal requests under the *Access to Information Act* to:

Access Co-ordinator
Department of the Environment
10 Wellington Street
28th Floor, Les Terrasses de la Chaudière
Hull, Quebec
K1A 0H3
Telephone: (819) 997-2821

National Capital Region

Access Contact
Environment Canada
Finance Personnel & Administration
10 Wellington Street
25th Floor, Les Terrasses de la Chaudière
Hull, Quebec
Telephone: (819) 997-0210

Access Contact
Environmental Protection Service
15th Floor, Place Vincent Massey
Hull, Quebec
Telephone: (819) 997-1575

Access Contact
Environmental Conservation Service
18th Floor, Place Vincent Massey
Hull, Quebec
Telephone: (819) 997-1252

Access Contact
Atmospheric Environment Service
27th Floor, Les Terrasses de la Chaudière
Hull, Quebec
Telephone: (819) 997-1588

Program Co-ordinator
Parks Canada Program
Finance and Administration Branch
2nd Floor, North Tower
Les Terrasses de la Chaudière
10 Wellington Street
Hull, Quebec
K1A 1G2
Telephone: (819) 994-2948

Access Contact
Canadian Forestry Service
21st Floor, Place Vincent Massey
Hull, Quebec
Telephone: (819) 997-1454

Access Contact
Federal Environmental Assessment
Review Office (FEARO)
13th Floor, Fontaine
Hull, Quebec
Telephone: (819) 997-1000

Regions

Pacific and Yukon Region

Access Contact
Department of the Environment
P.O. Box 1540
800 Burrard Street
Vancouver, British Columbia
V6Z 2G7
Telephone: (604) 666-5900

Western and Northern Region

Access Contact
Department of the Environment
9942 — 108 Street
Edmonton, Alberta
T5K 2J5
Telephone: (403) 420-2555

Ontario Region

Access Contact
Department of the Environment
55 St. Clair Avenue East
7th Floor
Toronto, Ontario
M4T 1M2
Telephone: (416) 525-6406

Québec Region

Access Contact
Ministère de l'Environnement
C.P. 10100
5e étage, édifice Champlain
2700, boul. Laurier
Ste-Foy, Québec
G1V 4H5
Telephone: (819) 694-4406

Atlantic Region

Access Contact
Department of the Environment
5th floor, Queen's Square
45 Alderney Dr.
Dartmouth, Nova Scotia
B2Y 2N6
Telephone: (902) 426-8374

Major EDP Systems

- Climatological Data Archive, AES
- World Ozone Data, AES
- National Water Quality Data (NAQUADAT), ECS
- Water Resources Document References (WATDOC), ECS
- Great Lakes Limeological Data, ECS
- Automated Hydrometric Data, ECS
- Sediment Survey Data, ECS
- Glaciology Data, ECS
- Canada Geographic Information System, ECS
- Migratory Game Bird Data, ECS
- Water Effluent National Inventory System (WATENTS), EPS
- National Air Pollution Surveillance (NAPS), EPS
- National Air Emissions Inventory (NEIS), EPS
- National Environmental Emergency Locator System (NEELS), EPS
- National Analysis of Trends in Environmental Spills (NATES), EPS
- Canadian Chemicals in Commerce (CCC), EPS
- Forest Insect and Disease Survey (FIDS), CPF
- National Forestry Statistics Data, CFS
- Canadian Inventory of Historic Buildings (CIHB), PC

Parks Canada

Facilities for the viewing of all Parks Canada records are available in the National Capital region and all regional offices across Canada. Library facilities at several locations can also be utilized for this purpose. In the National Capital Area the following sources serve as public access points to Information on Visitor Use of Parks Canada facilities and services.

Parks Canada
Departmental Library
Environment Canada
Chaudière Branch
5th Floor
Hull, Quebec
K1A 1G2
Telephone:(819) 997-7434

Documentary Centre
Socio-Economic Branch
10 Wellington Street
3rd Floor
Hull, Quebec
K1A 1G2
Telephone: (819) 994-2000

Access to Information Co-ordinators — National Capital Area

The mailing addresses for the following listed Access to Information Co-ordinators in the National Capital area are:

Parks Canada
Les Terrasses de la Chaudière
10 Wellington Street
Hull, Quebec
K1A 1G2

Assistant Deputy Minister
27th Floor
Telephone: (819) 997-9525

Director General
Program Management
3rd Floor
Telephone: (819) 994-1790

Director
Finance and Administration
2nd Floor
Telephone: (819) 994-2948

Director
Program Planning and Analysis
3rd Floor
Telephone: (819) 994-1852

Director
National Historic Parks and Sites
3rd Floor
Telephone: (819) 994-1808

Director
National Parks
2nd Floor
Telephone: (819) 994-2657

Director
Agreements for Recreation and Conservation
4th Floor
Telephone: (819) 994-1760

Director
Engineering and Architecture
4th Floor
Telephone: (819) 997-0335

Director
Information Services
Mezzanine Level
Telephone: (819) 997-3736

Parks Canada Regional Office Locations Across Canada

Director
Atlantic Region
Historic Properties
Upper Water Street
Halifax, Nova Scotia
B3J 1S9
Telephone: (902) 426-3405

Director
Ontario Region
P.O. Box 1359
Cornwall, Ontario
K6H 5N4
Telephone: (613) 933-7951

Library Area Available to Public

Directeur
Région du Québec
3 rue Buade
Québec, Québec
G1R 3Z8
Telephone: (418) 694-4042

Director
Prairie Region
4th Floor
391 York Avenue, Room 400
Winnipeg, Manitoba
R3C 4B7
Telephone: (204) 453-1033

Director
Western Region
Room 552
220 4th Avenue S.E.
P.O. Box 2989
Calgary, Alberta
T2P 3H8
Telephone: (403) 231-4444

Program Management Directorate

The activities of this Directorate include the overall management of program planning and evaluation functions in Parks Canada, the preparation of multiyear forecasts and estimates and the development and implementation of policies, programs and standards related to general administration, information services, liaison and cooperation at the national and international level, management consultation, reviews and audits, socio-economic research, and townsite management. They also include realty polity and engineering and architectural activities which are shown separately in this listing. The records in the following classes are located at Parks Canada headquarters, and regional and park offices.

Manuals

- Parks Canada Policy
- Heritage Canals Regulations
- Historic Sites and Monuments Act
- National Battlefields of Quebec
- National Historic Parks General Regulations
- National Historic Parks Wildlife and Domestic Animals Regulations
- National Parks Regulations
- National Parks Act
- Parks Canada Administrative and Management Directives (Volumes 1-6)

Classes of Records

Parks Canada Program
EC-10
Description: Information on the general management and operational responsibilities of the Parks Canada Program. *Topics:* Policy and program activities; information exchange with foreign countries; hours of operation; levels of service; awards and honours; co-operative activities with public and private organizations; capital development projects and planning systems; operational planning; management improvement; central system program evaluation; public consultation and participation; general resources — inventories, management and research; park signs; general surveys and studies.

Realty Services Branch

This division provides direction and guidance on the management of real property administered by Parks Canada, and involves leases, licences, agreements, rentals, acquisitions, disposals and titles.

Classes of Records

Realty
EC-20
Description: Information on the management of real property including National Parks, National Historic Parks and Sites, Heritage Canals and Corridors, Admiralty, Dominion and Ordinance lands. Involves the acquisition of land by the Crown, the leasing, licensing and granting of concessions on Crown-owned land, the sale of disposal of Crown-owned land, and other related land matters. *Topics:* General agreements; agreements for bridges and causeways; road, walks and highways, wharves and docks; boundary lines and encroachments; freehold lands; lettings and concessions; franchises; lease of land; licences of occupation; use of electric power, water power, surplus water; land acquisition; sale and disposition of land; utilities — land use, rental setting. *Storage Media:* EDP and microfiche. *Retrievability:* The general realty records are arranged by subject. Individual leases, licences of occupation and concessions are arranged by location, the number of the lot and block and by the name of the individual.

Socio-Economic Branch

This division provides socio-economic advice and related research to the Parks Canada Program; maintains a socio-economic research data accumulation and data analysis capacity; develops socio-economic research methods to meet recurring Parks Canada Program needs and to maintain a socio-economic information program.

Classes of Records

Socio-Economic Projects
EC-30
Description: Information on socio-economic surveys and studies carried out by Parks Canada in support of the planning, development and operation of National parks, National Historic Parks and Sites, Heritage Canals and Agreements for Recreation and Conservation. *Topics:* Research review process, information enquiries from internal and external sources research projects, surveys and studies, historical data.

Park-Site Data Base
EC-40
Description: Information on the collection of attendance data for National Parks and National Historic Parks and Sites; collection of information on interpretation, camping and gateways at National Parks; vessel movement data on the Heritage Canals. *Topics:* Attendance data for National Parks and National Historic Parks and Sites; interpretive facility and services data collection; campgrounds utilization, volume of vehicular traffic at National Park gateways; vessel movement data on the Heritage Canals. *Storage Medium:* EDP Systems. *Retrievability:* These records are located at Parks Canada headquarters, regional offices and park offices. A Park Canada Use Statistics report is issued annually and distributed widely (300 copies) to government agencies, universities and libraries. Monthly attendance reports (200 copies) are also distributed widely in a similar manner.

Socio-Economic Information
EC-50
Description: Information on the socio-economic aspects of park use, outdoor recreation, tourism, management and program evaluation. *Topics:* Research methodology, examples of research projects, socio-economic impact studies, bibliography on relevant topics, visitor use studies, resource management, recreation, tourism. *Storage Media:* Microfiche and film.

Engineering and Architecture Branch

This Branch establishes technical policies, standards and guidelines for engineering and architectural services and provides direction and support to the Parks Canada Program in engineering, building and landscape architecture, and historic restoration, including planning, design, construction, operation and maintenance of Parks Canada real property facilities and capital assets.

Manuals

- Technical standards, guidelines and procedure manuals describing

methods, material and required skills to design, construct, maintain, repair and restore Parks Canada contemporary and historical physical assets.

- Guidelines on the resources planning, the organization and management of engineering and architecture functions and other technical activities and systems.

Classes of Records

Historical and Contemporary Technical References
EC-60
Description: Plans, drawings, specifications, standards, guidelines and report on historical and contemporary engineering and architectural projects in Parks Canada. Also historical records and training material on historical preservation. *Topics:* Plans, drawings, specifications (contract, construction and manufacturing), standards and guidelines, "as-found" information, archaeological reports, feasibility studies, recording field notes, general information and training packages. *Storage Medium:* EDP and microforms.

Projects
EC-70
Description: Information on engineering and architectural projects carried out in the Parks Canada Program, including the project authorization form, project brief, design data, cost estimates, management reports and project schedules. (See also EC-10, Parks Canada Program). *Topics:* Planning, design, construction, operation, maintenance, equipment, services, utilities, facilities, claims and evaluation.

National Parks Branch

The activities of this Branch include the development and operation of a system of national parks which will protect significant natural areas for all time; the development of a system of natural landmarks; the development of co-operative heritage areas through federal-provincial agreements; participation in the Canadian Heritage Rivers System; the long term development of Canadian Heritage Trail System in cooperation with the provinces/territories. The Branch is also responsible for the development and implementation of policies, procedures and legislation for planning and managing these systems to enable their use and enjoyment by the public.

Manuals

- The National Parks Act
- National Parks Regulations
- Parks Canada Administrative and Management Directives (Volumes 1-6)
- Parks Canada Policy

Classes of Records

Environmental Protection
EC-90
Description: Information on environmental protection in the National Parks, including pollution of air, land and water, as well as regulations, studies and reports compiled on environmental protection. *Topics:* General correspondence and reports on environmental protection, pollution and pollutants, regulations, reports and returns, surveys and studies, water supplies and wildlife.

Flora
EC-100
Description: Information on the botany, ecology and forestry, management in the National Parks. *Topics:* General correspondence and reports; forest fires, regulations, silviculture, pest control, statistics, surveys and studies; timber cutting.

Health and Social Services
EC-110
Description: Information on the various health and social services provided to people in a park. *Topics:* Health services for park visitors; ambulance, hospital and nursing stations; health and welfare services for Park residents by the provincial governments.

Justice and Law Enforcement
EC-120
Description: Information on justice and law enforcement in the National Parks, and the National Historic Parks and Sites. *Topics:* Justice and law enforcement, crimes and violations, judicature, police services, reports and returns, statistics, surveys and studies.

Marine National Parks
EC-130
Description: Information on marine environments (both salt and fresh water) which merit protection because of their natural phenomena. *Topics:* General development and planning, surveys and studies.

Mineral Resources
EC-140
Description: Information on mining, oil and gas activities at or near Parks Canada facilities. *Topics:* Mineral exploration and development, mineral claims, quarrying and various mining activities, oil and gas exploration and development, leases and permits.

National Landmarks
EC-150
Description: Information on potential National Landmarks which merit protection of specific natural phenomena without requiring large land holdings in order to preserve and interpret them. *Topics:* Development and planning, surveys and studies.

National Parks
EC-160
Description: Administration, management and control of National Parks. *Topics:* Archaeology and artifacts, cemeteries, development and planning, management plans, interpretive planning, townsite planning, regional planning, ski areas, day use areas, interpretive services, nature trails, signs, talks and tours, special events, extension services, interpretive centres, permits to collect specimens, public participation, research, sports, statistics, surveys and studies, tourists and tourism — accommodation, bath houses, hot springs, catering and restaurants, souvenirs and handicrafts.

Water Resources
EC-170
Description: Information on the use of water resources in the Parks. *Topics:* Water levels; water rights; hydrological surveys; hydro power development within a park for park use only; hydrometric networks; regulations; reports; surveys and studies.

Wildlife
EC-180
Description: Information on all types of wildlife in the National Parks and National Historic Parks, including the management and protection of wild animals, birds, fish and insects. *Topics:* Diseases; rare and endangered species; census; licences and permits; hunting; regulations; surveys and studies; trapping; immobilization drugs; live capture; gifts of animals; preserves; furs and hides; fish culture; hatcheries and stocking; sport and commerical fishing in National Parks; insects and their control; use of insecticides.

National Historic Parks and Sites Branch

This branch of Parks Canada is concerned with the preservation, development, maintenance, operation and interpretation of National Historic Parks and Sites and Heritage Canals. The parks and sites commemorate person, places and events which have been declared by

the Minister, acting on the advice of the Historic Sites and Monuments Board of Canada, to be of national historical or architectural significance. The activities of the Branch include archaeological, historical and architectural research; interpretation through live animation, exhibits, films and slide programs; conservation of artifacts and curatorial services on period furniture, costumes and apparels.

Classes of Records

National Historic Parks and Sites
EC-190
Description: Information on the preservation, development, management, interpretation, operation and maintenance of the National Historic Parks and Sites of Canada. *Topics:* Monuments and plaques; Canadian Engineering Heritage Records; proposed parks and sites; public participation; permits; heritage conservation and building programmes; other heritage agencies; historic resources in other countries; seasonal closing; archaeology and artifacts; identification, inventory and recording of historic buildings; cemeteries; development and planning, including management plans; interpretation planning; programs for the acquisition, development and control of lands and facilities within national historic parks and sites; interpretive services — exhibits, interpretive routes, costumes, period ordinance and furnishings, personal interpretive contracts, theatres, guided tours, extension programmes, special events and interpretation centres; documentary, archaeological and architectural research; restoration; statistics, surveys and studies; tourist activities and tourism, souvenirs and handicrafts.

Environmental Conservation Service

Policy and Program Development Directorate

The Directorate integrates the many programs of ECS into a cohesive operation; develops and implements national environmental conservation policies and strategies; evaluates and controls the effectiveness and efficiency of ECS programs; and develops, implements and coordinates integrated department-wide programs.

Manuals

- Canada Wildlife Act
- Migratory Birds — Bird Banding Manual
- Canada Migratory Birds Convention Act and Regulations
- Migratory Bird Sanctuary Regulations
- Guidelines for Wildlife Policy in Canada
- Wildlife Area Regulations
- CITES Reports
- Transactions of Federal-Provincial Wildlife Conferences
- Scientific and Technical Publications Report Series
- Occasional Papers Series
- Progress Notes Series
- Monograph Series
- Wildlife Habitat — A Handbook for Canada's Prairies and Parklands
- C.W.S. Sign Manual

Classes of Records

Program Activity Structures and Objectives
EC-200
Description: Information on systems for strategic and operational planning and program evaluation, management practices and controls, performance measurement, priority settings, resource based economic strategy and perspective, socio-economic and scientific development studies, implementation of integrated programs. *Topics:* Program activity structures and objectives, Surveys and Studies, Improvements in Management Practices and Controls (IMPAC), Toxic Substances, Cooperative Projects with Industry (COPI), Pilot Industry Laboratory Program, Shore Zone Program, Biomass.

Canadian Wildlife Service

Under the *Migratory Birds Convention Act* and Regulations, the *Canadian Wildlife Act* and Regulations and the *Game Export Act*, the Canadian Wildlife Service has responsibility for the management and protection of migratory birds in cooperation with the Fish & Wildlife Service, U.S. Department of the Interior, and with other foreign governments.

Migratory Birds

This Branch is responsible for the protection and management of migratory birds through development of regulations, habitat management and supporting research and surveys; direction of nation-wide surveys of migratory birds for regulatory and other management purposes; development of a national waterfowl management plan.

Classes of Records

Biometrics
EC-210
Description: Information on the biometrics of migratory birds. *Topics:* Migratory birds hunting permits; waterfowl surveys; data processing.

Enforcement
EC-220
Description: Information on the enforcement of *Migratory Bird Convention Act*, Migratory Bird Regulation, Migratory Bird Treaty. *Topics:* General correspondence; authority to purchase migratory birds; authority to issue permits; payments of fines; Migratory Birds Conviction List, report convention; legal fee; appointment of game officer; appointment of agents; protocol with U.S.A.; enquiries and questions; Indians and Eskimos; treaties — Canada-France, Canada-Mexico, Canada-U.S.A.. U.S.A.-Japan, U.S.A.-Mexico, U.S.A.-U.S.S.R.

Native People
EC-230
Description: Information on correspondence on native harvest surveys and native land claims. *Topics:* Hunting and fishing rights, treaties, acts and regulations, Council of Yukon Indian, Inuit Tapirisat of Canada, Northern Quebec Cree, Inuit, Naskaps, Western Arctic Inuit-Cape. *Retrievability:* Files are arranged by name of individual.

Ornithology
EC-240
Description: Information on all aspects of wildfowl. *Topics:* Bird banding programs; reports, studies and surveys; sanctuaries; migratory bird sanctuaries regulations; permits for bird sanctuaries; delegation; agreements; leases; damage to crop by bird; agreements with provincial governments on compensation for crop damage; diseases and parasites; effects of sprays; predation; use of drugs; lead poisoning repellents; ornithology permits; taxidermist licenses; propagation and agriculture; research on species; use of birds; commerical shooting of birds; plumage of birds; public shooting grounds; waterfowl kill statistics; waterfowl populations; breeding ground survey; breeding bird survey; brood production survey; waterfowl status reports. *Retrievability:* Files are arranged by name and geographic locations.

Wildlife Research and Interpretation Branch

This Branch is responsible for the protection and management of wildlife. In cooperation with the provinces and territories, the service undertakes programs of research, management and interpretation on

wildlife where there is a national interest. It carries out wildlife research for the national parks, advises other federal agencies on wildlife matters, and participates for Canada in international agreements and programs on wildlife conservation.

Classes of Records

Interpretation

EC-250

Description: Information on interpretive programs to promote public awareness, and appreciation of Canada's wildlife and natural environment through personal experience. The interpretive programs offer people the opportunity to see, smell, taste, touch and hear their environment in a firsthand way. *Topics:* Interpretation Centres — Midland (Ontario), Percé, Cap Tourmente (Quebec), Swift Current (Saskatchewan), and Creston (British Columbia). General correspondence; national plans; evaluation of interpretation centres; research; marketing and publicity; special projects.

Mammalogy

EC-260

Description: Research and general information on all species of mammals. *Topics:* Mammals hides; fur-bearing animals; trapping; wolf; bounties, diseases and parasities; rare and endangered species; locations where species are found.

National Wildlife Areas

EC-270

Description: General correspondence on policies and regulations as they affect provinces and specific geographical location. *Topics:* Agreements; policy; regulations; rentals; leases.

Parks

EC-280

Description: General information on National Parks and the preservation of their wildlife. *Topics:* General correspondence; proposed parks; slaughter of animals; national park authority; investigation in the national parks; fish culture; liaison with U.S. National Parks on Wildlife Management.

Wildlife Toxicology

EC-290

Description: Information on toxic substances and their effects on birds and mammals; also related research and studies. *Topics:* Advice on chemicals and pesticides to outside agencies; National Registry of Pesticide Residues; registration of agricultural chemicals; toxic chemical management program; tox custances program; analytical data quality program; chemical analytical services; forest spray operations; heavy metal; Organization for Economic Co-operation and Development (OECD); wildlife sampling program; study of fish-eating birds. Special Access Note: LRTAP — Toxic Substances. *Retrievability:* By subject.

Wildlife Management

EC-300

Description: Information on the federal participation and responsibilities in the management of wildlife. *Topics:* Hunting performance program; distant early warning line; bird hazard to aircraft; problems at airports; restricted naterial on birds and aircraft; correspondence from Air Canada; bird strike bulletins; bird strike field notes; bird strike reports; reports on visits to airports; RCMP reports; application for species; Eastern Arctic-Scientific Research; scientific collection of specimens; transplants; Kluane Sanctuary Yukon; Mackenzie Mountain Sanctuary N.W.T.; Thelon Sanctuary N.W.T.; Canadian National Zoological Garden National Zoo.

Lands Directorate

This Directorate encourages effective land-use planning by both provincial and federal governments through land inventory and land-use planning studies.

Classes of Records

Policy Development and Advice

EC-310

Description: Information on the development and assessment of federal land-use objectives, policies and guidelines; the co-ordination of interdepartmental and intergovernmental activity on land policy and program matters; the analysis of land-use policy intruments with recommendations on their effectiveness in addressing land-use issues of national significance; the identification and assessment of the impacts of federal programs on the use and management of Canada's land resources, and the recommendation of mitigating measures to offset any adverse effects; the provision of advice and policy positions on land quality, land-use and other land-related environmental issues raised in native land claim negotiations, and the co-ordination of EC's relations with the Office of Native Land Claims, Indian and Northern Affairs Canada; the provision of advice and assistance in developing or assessing policies in which land resources and environmental matters are important considerations; the representation of Environment Canada on the TBAC/FLM and the co-ordination of the discharge of the Department's responsibilities under the Federal Land Management Policy; the assistance of representing Canada's land resource interest in bilateral relations with other countries, and international organizations; and to assist in foreign aid, technical exchange and advisory programs. *Topics:* General correspondence; integrated planning and management; public awareness; L.D. Canada Land-Use; policy research & co-ordination; L.D. Quebec-projects; L.D. Northwest Territories-Yukon & Artic land-use planning.

Land-Use Monitoring and Ecological Research

EC-320

Description: Information on production of nationally consistent spatial data on the ecological characteristics and resource potentials of land; dissemination of scientific knowledge, methods and techniques for surveying and classifying land by ecological characteristics, for assessing resource potentials, impacts and hazards and for increasing knowledge of land soil processes of concern in environmental management; the production of nationally consistent spatial data on national and regional land-use patterns and trends for creating national and regional perspectives on the use of Canada's lands. *Topics:* General correspondence, integrated planning and management, public awareness, L.D. Canada Land-use planning, L.D. inter-regional projects, L.D. Manitoba-projects, L.D. Northwest Territory, Yukon & Arctic land-use, mapping, land-use information map series, L.D. Northwest Territories, Yukon and Arctic region-projects.

Land-Use Research

EC-330

Description: Information on the advancement of public understanding of land-use in Canada, the determinants of land-use, and the environmental, economic and social implications of national and regional land-use issues and problems;the development, assessment, improvement and recommendation of methods and techniques for environmentally sound land-use planning and practices by providing technical assistance to federal and provincial departments and agencies on land-use planning matters; providing financial contributions to provinces for land-use planning; the provision of land research, planning and management services, and advice to federal departments and agencies responsible for administering federal lands located in the provinces or specially dedicated lands located in the territories.

Topics: General correspondence, integrated planning and management, resource management data, public awareness, L.D.-International-general, policy research and co-ordination-general land-use planning.

Land Data Systems & Services
EC-340
Description: Information on the development, maintenance and operation of a computerized national land data bank capable of storing, processing and retrieving geographic-specific bio-physical and socio-economic data on, or related to land, land capability, land use and resource management issues of national or regional significance; the development, assessment, improvement and recommendation of computerized technologies designed to enhance the effectiveness, efficiency and greater use of spatial information systems in land-use planning and management; the provision of data on processing and advisory services in support of the production of land statistics and the solution of land related planning and management problems; and to the provision of training services on the use of the Canada Land Data Systems for existing and potential clients. *Topics:* Canada land inventory, Canada land data system-projects. *Storage Medium:* E.D.P. systems, maps.

Inland Waters Directorate

The Directorate plans and formulates water management programs and policies, especially in international and interprovincial water systems. It conducts research and data collection programs on the quantity and quality of Canada's inland waters. IWD also carries out river basin planning and implementation and flood damage reduction programs with the provinces under the provisions of the *Canada Water Act*. The research programs of the National Water Research Institute and the National Hydrology Research Institute contribute to effective management of water quality and quantity throughout the country and in boundary waters with the United States such as the Great Lakes. The National Water Research Institute is the official collaborating centre on surface and ground water quality for the World Health Organization.

Classes of Records

Canada-U.S. and Interprovincial Waters
EC-350
Description: Information on all activities carried out under specific Canada-U.S. agreements or arrangements such as investigative, control, or surveillance board activities for the IJC or in other bilateral Canada-U.S. situations; studies and implementation in interprovincial waters under formal federal-provincial arrangements; and bilateral Canada-U.S. activities on shared basins. Policy development, data collections and research carried out as a part of any of these formal arrangements are included as well as specific federal-provincial agreements required to carry out Canada's obligations in boundary waters (the Canada-Ontario Agreement on Great Lakes Water Quality) and interprovincial arrangements not part of River Basin Planning (Prairie Provinces Water Board). *Topics:* International Columbia River Board of Control, Great Lakes connecting channels, Great Lakes programs, International Great Lakes Levels Board, Great Lakes studies, International & Interprovincial Waters, Lake of the Woods, Lac Seul Agreement, Winnipeg River, St. Lawrence River Board of Control. *Retrievability:* Files are arranged by subject and name.

Flood Damage Reduction
EC-360
Description: Information on all activities under federal-provincial flood damage reduction agreements, including flood risk mapping, construction of physical flood control works, and flood forecasting. It also includes any policy development, data collection (hydrometric and other data collection programs and research for many water management purposes) carried out as an integral part of these agreements, or in support of anticipated new agreements, and guidelines or methodology development and information programs directly in support of the program. *Topics:* Conservation & Floods, Flood Damage Reduction. *Retrievability:* Files are arranged by subject, geographic location and name.

Water Quality Management
EC-370
Description: Information on the establishment of water quality objectives and working with EPS on the setting of effluent requirements in specific areas. It does not include water quality objective work done under specific international or federal-provincial basin studies, nor does it include research related to water quality management. *Topics:* Water pollution, air pollution, water quality survey, analytical methods, corrosion, industrial water uses, water quality-I.H.D., surface water, municipal water systems, federal government installations, mineral waters, waste water treatment, water quality monitoring programs. *Retrievability:* Files are arranged by subject, geographic locations and name.

River Basin Planning
EC-380
Description: Information on river basin planning activities carried out under specific federal-provincial agreements or other arrangements, including both studies with specific focus such as the St. Lawrence River water quality study, and more comprehensive studies such as the Souris River basin study. Policy development, data collection and research conducted as a part of any of these formal arrangements are included. In some instances, some preplanning, quideline development and socio-economic analysis may be done. This may include participation of all ECS elements, as appropriate. *Topics:* Hydrometric network planning; hydrometric investigations; international and interprovincial waters; St. Lawrence River; Atlantic Tidal Power Programming Board; Bay of Fundy Tidal Power Review Board; special projects.

River Basin Plan Implementation
EC-390
Description: Information on activities under formal federal-provincial river basin plan implementation agreements. It includes flood control work done as part of a comprehensive implementation program such as the Qu'Appelle, but does not include separate flood control work such as Fraser Dyking. Policy development, data collection and research carried out as a part of formal implementation arrangements are included, as are activities such as the development of national guidelines in support of the program. *Topics:* Water diversions.

Water Management Data
EC-400
Description: Information on data collection, including water quality, hydrometric, sediment and socio-economic information, as well as the management and operation of data systems and interpretive reports. Non-numeric information systems such as WATDOC and D-REF are also included. Excluded are reports prepared primarily for public consumption such as the *Canada Water Year Book*, which are covered under the Information Services category (i.e. Public Information). (These data exclude data collection under specific international or federal-provincial water management or planning studies, data collection carried out as an integral fact of research, and that portion of the water quality data collection activity included under the toxic chemicals category (about one-third nationally.) *Topics:* Gauging stations, international gauging stations, gauging stations inventory, hydrometric investigations, sediment survey, remote sensing, watershed research, tidal gauge records, tidal surveys. *Retrievability:* Files are arranged by name and river stations. *Storage Media:* Computer printouts, magnetic tapes, microfiche.

Water Management Research
EC-410
Description: Information on water resource research, including the study of the impact of nutrients on the environment, sediment composition, water quality modelling, groundwater quality and sub-surface disposal of wastes, pathways and fate of pollutants, dispersion and energy transfer processes in lakes and rivers, urban runoff processes, ice dynamics, hydrological forecasting, groundwater movement, snow and ice hydrology, glacier dynamics, sociological, geographical, legal, institutional and economic aspects of water management. Also included is research management, co-ordination, and research contracts and subventions. (This information excludes research done under international, interprovincial, or river basin planning, implementation or flood damage reduction agreements. Also excluded is research on the impact of toxic contaminants on the water environment.) *Topics:* Glaciology; glaciological programs; hydrological studies; glaciological studies; glacier surveys; ice science; iceberg surveys; groundwater investigations and supply; groundwater programs; water pollution; water use; water quality research; snow surveys. *Retrievability:* Files are arranged by name and map reference (NT5). *Storage Media:* Microfiche, magnetic tapes, computer printouts, punchcards.

Water Resources Use
EC-420
Description: Information on various government and private developments impinging on the wise use of Canada's water resources; the potential benefits of sound water management and development policies; participation in the work of international water management organizations; assistance to less developed nations in water resource management. *Topics:* Water and power administration, power development, electrical power statistics, exportation of electrical energy, inventroy of water resources, long distance power transmission, power failures, water and power resources, atomic energy, water resources economies, seismology, export of water, water management. *Retrievability:* Files are arranged by subject, geographic location and name.

Environmental Protection Service

Air Pollution Control Directorate

The main activities of this direcorate include the co-ordination of the National Air Pollution Surveillance (NAPS) program; the preparation of nation-wide inventories of air pollutant emissions; the development of National Ambient Air Quality Objectives, the development and certification of sampling methods for regulations and guideline enforcement; national and international liaison and co-ordination in matters related to air pollution in general and transboundary movement of air pollution in particular.

Classes of Records

Mobile Sources
EC-430
Description: Information on air quality and emission data; test methods and procedures; test results; studies and surveys; standards and regulations. *Topics:* Abatement programs; engineeering and evaluation; fugetive emissions; fleet programs; mobile source compliance; special studies. *Retrievability:* Files are arranged by company, project.

Chemical Process Sources
EC-440
Description: Information on Chemical Process Industries; producers; emissions; industrial studies questionnaires and guidelines development. *Topics:* Chemical products; agricultural and food industry process analysis; agricultural operations and processes; food processes; agricultural and food products manufacturing; pulp paper and wood products; forest products operations; pulp and paper processes; textiles and related manufactures; woods and allied products manufacturing; petroleum, petrochemical, polymers and plastics; surface coating industry. *Retrievability:* Files are arranged by name of individual, company and product.

Mining, Mineral and Metallurgical Industries
EC-450
Description: Information on mining operations and processes; mining mineral and metallurgical industrial studies and questionnaires. *Topics:* Mining operations and processes; mineral products processing; primary metallurgical industries; secondary metallurgical industries. *Retrievability:* Files are arranged by products and plant types.

Fuels
EC-460
Description: Information on fuel producers; types; composition; resources marketing and processing; pollution investigations; pollution control equipment and regulations and quidelines development. *Topics:* Synthetic fuels, gasoline; natural gas; coal; petroleum producers; petroleum marketing; energy conservation; sulphur and by-products; fuels and fuel additives composition; fuel additives inventory; pollution control costs; fossil fuel resources; effects to health and environment. *Retrievability:* Files are arranged by name of individual, company, product.

Combustion Sources
EC-470
Description: Studies and surveys; questionnaires; analytical reports; also information on emissions and emission controls; investigations; abatement systems; guidelines; air quality measurement instruments. *Topics:* Interdepartmental programs; thermal power-fuel; thermal power-fuel processing and storage; combustion systems; internal combustion engine; emission calculation and analysis; emission data; air quality surveillance; air quality criteria; incinerators; incinerator investigations, studies and surveys; incinerators inventory; heating system; fuels; equipment and controls; heating systems inventory; research and development; special studies and projects; heating systems-federal activities.

Data Analysis
EC-480
Description: Information on air pollutants; emissions source categories; Industrial questionnaires; studies and surveys and air pollution costs. *Topics:* Emission inventory; air pollutants, source categories; effects of regulations; socio-economic impact studies and surveys-industrial; geographical; economy impact studies and surveys-pollutants; analytical concepts and methodology-statistical, economic.

Program Co-ordinator
EC-490
Description: Information on regulations development; monitoring of agreed implementation schedules and program evaluation and acid rain control strategies. *Topics:* Acts and legislations; regulations enforcement; federal/provincial programs; international activities; international organizations; intradepartmental activities; long range transport of air pollutants.

Surveillance
EC-500
Description: Information on national air pollution surveillance monitoring equipment; monthly and annual summary reports; source testing methods. *Topics:* National air pollution surveillance; operations and maintenance; equipment testing and evaluation; source testing procedures; studies, surveys and investigations; specific pollutants. *Retrievability:* Files are arranged by location and specific pollutants.

Technology Development
EC-510
Description: Information on development and demonstration of pollution abatement technology (DPAT); instruction in air pollution

control; pollution analysis and instrument testing. *Topics:* APCD-sponsored courses; chemistry files at River Road offices. *Retrievability:* Files are arranged by company.

Water Pollution Control Directorate

The main activities of this directorate include regulations development for both prevention and control of water pollution; design of new or improved wastewater treatment processes to solve pollution abatement problems or reduce cost of pollution control; issuance of ocean dumping permits, development of permit conditions, monitoring and surveillance to ensure compliance with requirements of the *Ocean Dumping Act*.

Classes of Records

Abatement and Compliance
EC-520
Description: Information on inventories of pollution services and cost of abatement; state of the art of pollution by industry; regulations development; policy and technical advice on enforcement programs; technical audits of incentives programs; energy related studies. *Topics:* Paper fibre and allied products; mining and metallurgical processes; petroleum and industrial organic chemicals, inorganic chemical processes; food and allied industries; municipal waste and miscellaneous industries; power generation; marine pollution; legal services; pulp and paper modernization program. *Retrievability:* Files are arranged by company, product.

Technology Development
EC-530
Description: Information on development and demonstration of wastewater pollution control technology; technology development assistance programs; technical training; technology transfer; program planning and evaluation. *Topics:* Program planning and evaluation; technology assistance program; wastewater technology. *Retrievability:* Files are arranged by company.

Water Pollution Programs
EC-540
Description: Information on federal/provincial programs; pollution control in coastal areas; International Joint Commission programs; data management; arctic water programs co-ordination; program evaluation interservice and interagency program co-ordination; program planning and development. *Topics:* Program co-ordination and evaluation; coastal zone; data management and analysis.

Environmental Impact Control Directorate

This Directorate is responsible in limiting or preventing the entry of contaminants into the environment; protecting the environment from environmental emergencies (a sudden, unexpected or apprehended introduction into the environment of a pollutant in sufficient quantity to pose a direct threat to man or other forms of life); reducing the adverse environmental effects of solid and hazardous wastes and encouraging resource and energy conservation practices.

Classes of Record

Contaminants Control
EC-550
Description: Information on predicting and evaluating environmental effects of new chemical substances; determining amounts and end uses of chemicals in Canadian commerce; regulating substances which pose significant threat to human health and environment; reviewing pesticide registrations; and co-ordinating tests of chemicals for environmental effects. *Topics:* Studies and surveys; chemical elements compounds; *Environmental Contaminants Act;* toxicology assessment and ecological protocols; regulation development; enforcement and compliance; transportation of dangerous goods; response to notices; manditory reporting; automated information system; pesticides-control programs, registration, re-evaluation, research and trade information, research permits, compendium, non-chemical, mercury program. *Retrievability:* Files are arranged by company, product.

Waste Management
EC-560
Description: Inventory of commerical and industrial solid wastes; technology development; studies and surveys; handling, storage and disposal of industrial and hazardous wastes; inventory sources and amounts of hazardous wastes; regulations development. *Topics:* Wastes and types; waste material management and disposal; committees; systems; collection; handling; waste management systems-disposal; state of the art; resource recovery and reclamation, materials; information and training; solid waste information retrieval system, inventory; guidelines and codes of practice; consultation services; technical evaluation; solid waste projects and development; area studies; equipment development; process development; taxes and incentives; waste nature and behavior projects; resource recovery-economic and marketing; technical capabilities. *Retrievability:* Files are arranged by company, project.

Environmental Emergency
EC-570
Description: Information on environmental accidents; emergency teams; reporting and alerting operating procedures; special studies; research and development; contingency plans; pollution clean-up agents for collection and dispersal. *Topics:* Environmental emergency teams; operations and procedures; resource inventory; accident prevention; transportation; accident detection; pollution abatement; pollution containment; disposal; restoration; analysis-prediction, research and development projects; information. *Retrievability:* Files are arranged by individual environmental accidents.

Policy, Planning and Assessment Directorate

The main activities of this Directorate are the development of an environmental protection strategy; service-wide program planning and systems developments; socio-economic analysis process of proposed major regulations; development and implementation of environmental protection measures for all activities initiated by, funded by or under the jurisdiction of the federal government.

Classes of Records

Planning, Assessment and Policy
EC-580
Description: Information on the development of an environmental protection strategy; program, planning and systems development; socio-economic analysis of proposed major regulations. *Topics:* Program planning system development; activity program development; operational plans; activity management reports; policy development and analysis; program evaluation; program development; organization and systems project; economics; socio-economic program; socio-economic impact analysis — *Clean Air Act, Environmental Contaminants Acts, Fisheries Act.*

Federal Activities Assessment
EC-590
Description: Information on the evaluation of federally funded pollution control projects; demonstrating of pollution control technology at federal facilities; surveillance and monitoring programs for federal projects; environmental impact assessment of uranium refineries and radioactive waste facilities; and guidelines for radiation control programs. *Topics:* Federal activities projects; clean-up program; methods, techniques and refinements; federal government marine activities; Vessel Pollution Abatement Program; shore reception

facilities; nuclear programs, projects, organizations. *Retrievability:* Files are arranged by company.

Toxic Chemicals Management Directorate

Classes of Record

Toxic Chemical Management
EC-600
Description: Information on toxic chemical management and centres; regional operations; program research; pesticides; radionuclides; environment measurement.

Canadian Forestry Service

Forest Relations Economic & Development Directorate

The Directorate is responsible for co-ordinating and directing the development of forestry policy at the national and federal levels; providing executive direction to the planning and evaluation functions of the CFS; directing the development and execution of economic analysis and the forestry resource data program including environmental policy development as it applies to the forest and forest land-use.

Classes of Record

International Forestry Relations
EC-620
Description: Information on international forestry programs to share resource management knowledge and to provide scientific and technical advice on forestry management and forest products development; and on Canada's international forestry obligations. *Topics:* Bilateral forestry agreements; multilateral forestry agreements, international organization; individual countries. *Storage Medium:* Paper.

Forestry Initiatives and Relations
EC-630
Description: Information on federal forestry programs to meet the present and future economic and social needs of Canadians; bilateral and multilateral forestry agreements on behalf of the federal government and the Canadian Forestry Service with provincial governments, universities, private forestry concerns, and forestry associations, scientific and technical forestry advisory service to federal ministers and departments, provincial governments, universities, private forestry concerns, forestry associations, and members of the public. *Storage Medium:* Paper.

Identification of Problems and Opportunities
EC-640
Description: Information on the world and domestic supply and demand for forests and the products of the forest industry, and the impact of these activities on the environment. *Topics:* Forest economic and technical statistics, information files of forests, forestry and the forest industry and other uses of the forest. *Storage Medium:* Paper.

Assessment and Interpretation
EC-650
Description: Information on the analysis, interpretation and application of economic and scientific forestry principles to the identification, clarification or solution of forestry and forestry-related problems. *Topics:* Operational policies of the Canadian Forestry Service — Federal Outdoor Recreation Policy, National Forest Policy, C.F.S. Policy, Provincial Forest Policies, Federal Forest Policy, Forest Protection Assistance Policy, Transportation Policy, C.F.S. Communications Policy, International Forest Policy. *Storage Medium:* Paper.

Forestry Statistics & Systems
EC-660
Description: Quantitative data on location and area of forest lands, volume of forests, their growth, losses and harvests; forest products in Canada and other countries in the World. *Topics:* World Forestry Data Program; Canadian Forestry Data Program; Federal Forestry Data Program; Forestry Data Systems Program; committees; boards. *Storage Medium:* Paper.

Public Awareness
EC-810
Description: Information on the promotion of public awareness, appreciation of Canada, forest, wildlife and water, and natural environment through Ecatour Maps — designed for use by the travelling public, including a description of the natural and human forces that have shaped the landscape and elaboration on features of particular interest. *Note:* Ecatour Maps of the Trans-Canada Highway from St. John's Newfoundland to Victoria, British Columbia, other maps of routes of particular scenic, historic or ecological significance.

Research and Technical Services Directorate

The Directorate administers the planning, co-ordination, evaluation and development of its programs, as well as CFS research operations and technical services to ensure that a greater body of scientific and technical knowledge of the forest resource will contribute to the effective management, utilization and protection of Canada's forest resources. The Directorate also provides scientific and technical advice and research subventions funding to groups and research associations, the forest industry, and other forestry related agencies (hydro, water management, wildlife, fisheries) to ensure that maximum benefits accrue to the Canadian public through its forestry and forest land management.

Classes of Records

Forestry Subvention Program
EC-610
Description: Information on external research and development through contracts, contributions and grants, supported through membership in appropriate technical institutes and associations, on vital forestry activities, where corresponding in-house research and development facilities do not exist. Also maintenance of forestry expertise centres in Canadian universities. *Topics:* Energy from forest resources; wood-anatomy, bending, chemistry, chemical use, chippers and chips, composites (wood with other materials), construction, dielectric and non-dielectric heating, glues and gluing, grades, codes and standards, identification, wood logs and logging-equipment; wood toys; logging-quality studies, lumber; wood manufacturing secondary conversion, secondary products; miscellaneous wood products; wood packaging; wood paints and codes; wood physics; plywood and veneer; wood preservation; pulp and paper; wood sawmilling-equipment; wood seasoning; wood-supply; wood testing services; timber engineering-fasterners; timber engineering, physics; underutilized and problem species. *Storage Medium:* Paper.

Tree Seed Research
EC-670
Description: Research on tree reproductive structures and seeds in support of the production, procurement and processing of seed forestation. Also information on the management of seed orchards and seed production areas. *Topics:* Tree cone and seed physiology; cone crop periodicity and forecasts; cone collection and handling; seed processing, storage, testing and certification; seed orchards and seed production area; seed certification; seeds legislation and rules; requests for seeds. *Storage Medium:* Paper.

Reforestation

EC-680

Description: Information on the preparation of cutover areas and other sites for natural seeding or artifical reforestation; the production of bareroot or container seedlings; and direct seeding or planting by hand or machine; also nursery establishment and seedling production statistics. *Topics:* Site preparation by prescribed burning or mechanical scarification; natural regeneration including seed dispersal, germiniation and germinant establishment; production and handling of bareroot seedlings or transplants, or of container seedlings; direct seeding methods and operations; seedling planting methods and operations; regeneration surveys. *Storage Medium:* Paper.

Genetics

EC-690

Description: Information on the selection and improvement of the various commercial tree species of Canada, the development of exotic species for use in Canada, and in-depth genetic characterization and utilization of these tree species. *Topics:* Tree genetics; forest genetics, tree improvement; Canadian Tree Improvement Association; tree reproduction. *Storage Medium:* Paper.

Tree Growth Research

EC-700

Description: Information on the growth, physiology and development of various tree species grown in Canada for the production of wood, fibre or energy. *Topics:* Tree growth, biology, physiology, reproduction; growth and yield; gromorphologe silviculture-silvics of species — fertilization, soils. *Storage Medium:* Paper.

Management Systems for Production Forestry

EC-710

Description: Information on forest management practices such as thinning; forest inventory through conventional and remote sensing methods; mechanized silviculture and harvesting; and research on long-term predictions of forest productivity. *Topics:* Biometrics; forest productivity; economics; fire management; harvesting; land classification and mapping; land use planning; land, forest management; multiple use management; remote sensing; salvage operations; silviculture-cutting, effects of mechanized logging, fertilization, herbicides, statistics, prescribed burning, inventory and mensuration. *Storage Medium:* Paper.

Forest Fire Research

EC-720

Description: Research into fire control (suppression), management, behaviour, ecology and prevention, information relating to the development, testing and evaluating of forest fires fighting equipment. *Topics:* Forest fire control — management, behaviour, ecology, environment, risk danger, damage and appraisal, weather, weather order, detection, prevention, bombing (air attack), retardants and (suppression) equipment; and prescribed burning. *Storage Medium:* Paper.

Insects and Diseases

EC-730

Description: Information on damage caused to forests by insects or diseases (any variation to the normal physiology or anatomy of the tree caused by agents other than insects) and control methods. *Topics:* Listings of specific forest insect pests — spruce budworm, winter moth, bark beetles, gypsy moth, balsam woolly aphid, birch casebearer, birth leafminer, European pine Sawfly, European pine shoot moth, fall webworm, larch casebearer, larch sawfly, mountain ash sawfly, satin moth, biological control through CIBC; biological control with bacillus thuringiensis; chemical control; pathological problems — scleroderris canker — Dutch elm disease, dwarf mistletoe, pesticides, pheromones. *Storage Medium:* Paper.

Spruce Budworm Research

EC-740

Description: Research and information on the detection, evaluation, prevention and suppression of spruce budworms; also design of economical and environment — acceptable strategies to control budworms and to manage budworm susceptible forest. *Topics:* Budworm biology; stand dynamics; socio-economics impacts; management strategies; ecological risks; pest management systems and technology transfer. *Storage Medium:* Paper.

Land Rehabilitation

EC-750

Description: Information on the rehabilitation of forest and near forest lands to a productive state either for production forestry, amenity forestry, or multiple resource uses. *Topics:* Tree biology — reproduction, conservation; environmental concerns; geomorphology; land; land-use planning; land classification and mapping; multiple-use managment; salvage operations; reforestation — artificial and natural site preparation; soils. *Storage Medium:* Paper.

Effects of Forestry Practices on the Environment

EC-760

Description: Information on the effect of forestry practices on the environment; includes harvesting practices, road building, clear cutting, and other management systems used for production forestry. *Topics:* Conservation; energy; environmental concerns; prescribed burning; forest-fire management; harvesting; forest management; multiple-use management; land-use planning; pollution; pollution abatement; salvage operations; silviculture — herbicides, site preparation; soils; hydrology; watershed research. *Storage Medium:* Paper.

Forest and Plant Ecology

EC-770

Description: Information on the processes of change in the forest and plant communities found in Canada and the related research carried out by the CFS. *Topics:* Geology-tree; conservation; forest-ecology productivity; fire-ecological effects; silviculture-silvics of species; soils. *Storage Medium:* Paper.

Management Methods for Amenity Forests

EC-780

Description: Information on the management of forest and near-forest lands for multiple uses other than production forestry. *Topics:* Tree and forest genetics; tree reproduction; tree physiology; conservation; land-use planning; multiple-use management; recreation and parks; urban foresty; soils; watershed research; hydrology. *Storage Medium:* Paper.

Integrated Programs

EC-790

Description: Information on interdisciplinary programs and projects in Environment Canada in which CFS takes part and serves as either a lead agency or a cooperating service. *Topics:* Environmental impact assessment of major development LRTAP (acid rain); atmospheric pollution; toxic chemical; baseline studies; Hudson Bay lowlands; improved water yield and quality; coastal zone resources; integrated program activities and projects; environmental concerns. *Storage Medium:* Paper.

Forest Insect and Disease Survey and Services

EC-800

Description: Information on the regional, national and international aspects of pest situations; also quarantive-related activities, forest pest matters and supporting forest protection research and data. *Topics:* Studies and surveys of forest pest situations; insect and disease outbreaks; quarantine — related problems, insect and disease distribution records. *Storage Medium:* Paper.

Atmospheric Environment Service

Atmospheric Research Directorate

The Directorate is responsible for the management and conduct of atmospheric and other related environmental research and development for the benefit of the Canadian people and the national and international scientific communities.

Classes of Records

Research Management and Policy
EC-820
Description: Meteorological, atmospheric, air quality, ice in navigable waters, remote sensing and other related environmental and technological research and development; research and related support activities of a general management nature — decisions and large scale agreements; training for research and grants for research outside the federal government which support the goals, objectives and policies for atmospheric research in Canada; mechanisms for better transfer of technology to and from government research laboratories, contracting-out of federal research and development. *Topics:* Agreements, treaties, studies, projects, federal activities, committees, plans and programs, fellowships, training and development, grants, unsolicited proposals, contracting, technology transfer. *Retrievability:* Files are located at 4905 Dufferin St., Downsview, Ontario.

Air Quality and Inter-Environmental Research Branch

The Branch is responsible for the provision of an efficient and effective federal program in air quality and technology transfer to serve the international, national and regional interests of the Canadian people.

Classes of Records

Air Quality Research Projects
EC-830
Description: Information on field studies, wind energy, LRTAP Programs (Acid Rain), federal-provincial cooperative projects, IFYGL, Alberta Oil Sands, hazardous and toxic chemicals, air quality assessment processes, regional and international studies of meteorological potential for air pollution, boundary layer processes, experiements, analyses, scientific papers, programme planning and international cooperation, air quality sampling, siting, analytical methodology for ambient atmospheres, workspace atmospheres and instream emissions.

Atmospheric Processes Research Branch

The main activities of this branch includes research in the following areas: monitoring of the stratospheric ozone layer, depletion of the stratospheric ozone layer, solar radiation instrumentation; cloud and precipitation processes, precipitation scavenging of pollutants, weather modification and weather radar. Additional activities include administration of the *U.S. Canada Weather Modification Information Act.*

Classes of Record

Atmospheric Research
EC-840
Description: Information on weather modification, cloud physics, weather radar, ozone monitoring, stratospheric pollution, solar radiation and energy. Activities aimed at increasing precipitation (rain, snow) or suppressing hailfall; research in the physics of cloud and precipitation and in the detection of precipitation by weather radar; research conducted into the processes of the stratospheric ozone layer and its depletion by trace constituents (typically chlorofluorocarbons); calibration of solar radiation instruments and development of new solar radiation instrumentation and development of specialized solar radiation data base. *Topics:* Weather Modification Policy, Agreement (with U.S.) and Cooperative projects; WMO PEP program, weather radar and cloud physics, ozone instruments, World Ozone Data Centre, stratospheric pollution, solar radiation.

Meteorological Services Research Branch

This Branch carries out research on weather, ice and sea-state observing and forecasting systems to ensure full and efficient utilization of technological and scientific advances. Research is also conducted on meteorological and ice problems related to surface transportation, aeronautics, wind energy, building construction and the utilization of satellite data. The satellite data laboratory develops and operates techniques for the receiption and use of atmospheric, weather, ice and other related data transmitted by earth-orbiting and geo-stationary satellites.

Aerospace Meteorology Divison

Classes of Records

Atmosphere — High Atmospheric Vehicles
EC-850
Description: Information on weather ice and other related environmental Satellite research and development, ground receiving stations, data processing and distribution, and related hardware, instrumentation technology; aeronautical meteorology, aviation studies, marine meteorology and meso-meteorology, wind energy, weather radar and radar satellite combined system; wind tunnel experiments, related field experiements and wind engineering. *Topics:* Canadian Space Policy, repairs of satellite receivers; high atmosphere vehicles, satellite data lab operations, satellite meteorology research and development projects (TOVS, RAINSAT, ICE STATUS), Aeromet Facility, Rockcliffe STOL project; Meso-met Network, data collection platforms; GOES Wind Energy Field Studies; radar satellite system; ICS Submission; AES Satellite Program; NOSS; SURSAT; wind tunnel experiments, operation and maintenance.

Communications — Facsimile
EC-860
Description: Information on Satellite Data Laboratory Operations.

Contracts
EC-870
Description: Information on contracts for satellite systems; also contracts for satellite research and development — TOVS, RAINSAT, ICE STATUS. *Retrievability:* Files are arranged by company.

Ice Observing Programs — Reconnaissance
EC-880
Description: Information on verification of satellite data.

Instruments
EC890
Description: Information on Aeromet Facility Instrumentation.

Meteorology Aviation
EC-900
Description: Information on the Rockcliffe STOL Project.

Marine Meteorology
EC-910
Description: Information on TOVS.

Mesometeorology

EC-920
Description: Information on the Meso-met Network. *Topics:* Operation; data.

Meterology Training
EC-930
Description: Information on satellite meteorology.

Projects — AES HQ
EC-940
Description: Information on satellite activity reports; data collection platforms; SDL Staffing; SDL GOES; Meso-met Network; Wind Engergy Field Studies investigations.

Radar
EC-950
Description: Information on the MOT Radar and Satellite System.

Satellites
EC-960
Description: Information on satellite programs. *Topics:* Cost recovery; staffing the SKL; ICS Submission; AES Satellite Programs; SDL Operations; NOSS; SURSAT.

Weather Service
EC-970
Description: Information on RAINSAT.

Weather Service — Air Transportation
EC-980
Description: Information on MOT Radar and Satellite System.

Wind Tunnel (AES)
EC-990
Description: Information on wind tunnel experiments, operations and maintenance.

Systems Design Division

Classes of Records

Projects Research AES Headquarters
EC-1000
Description: Information on computerized and man-machine mix system; module component development and design; research data set development; also implementation and joint projects with forecast operations. *Topics:* Systems design for automated weather forecasting procedures; creation of research data sets for weather forecasting research.

Contracts
EC-1010
Description: Information on contracts for ice, oil spills on water and sea state models; *Retrievability:* Files are arranged by company.

Ice
EC-1020
Description: Information on regional ice models.

Oil & Gas Exploration & Development
EC-1030
Description: Information on oil spill trajectories, freezing spray, ice & sea state models.

Project — HQ
EC-1040
Description: Information on the development of forecast methods and techniques for AES forecast systems (including models — numerical, statistical). *Topics:* Weather prediction methodology; snow squall modelling; ice and sea state models; oil spill trajectory models; freezing spray; investigations.

Field Meteorological Systems Branch

The main activities of the Branch include the co-ordination, national implementation and on-going development of the following four main activities or systems within Field Services: data acquisition, meteorological communications, forecasting, and the provision of weather services. These activities are integrated towards a single purpose of providing timely observed data, weather warnings, forecasts and advice to users.

Manuals

- Teletype Procedures (TELPRO);
- Teletype Distribution (TELDIS, VOL. I and II);
- Facsimile Operations (FAXOPS)
- CMC Reference Manuals
- Manual of Standard Procedures for Public and Marine Weather Service (MANPUB);
- Manual of Standard Procedures for Aviation Weather Services (MANAIR);
- Manual of Aviation Weather Information Services (MAWIS)
- Manual of Surface Weather Observations (MANOBS);
- Supplementary Aviation Weather Observations;
- Manual of Inspection;
- Scale of Issue Manual (METSCALE);
- General Operations Reference Manual (GORM);
- Meteorological Stations in Canada (METSTAT);
- Manual of Upper Air Observations (MANUPP);
- Manual of Freeze-up and Break-up of Water Bodies;
- Manual of Marine Weather Observing
- Auxiliary Ship Operating on Great Lakes and St. Lawrence Rivers;
- Transmission of Ships' Weather Reports to Coastal Radio Station;
- Meteorological Radio Facsimile Broadcasts for Mariners;
- Radar Handbook;
- Background Air Pollution Monitoring.

Classes of Records

Telecommunications
EC-1050
Description: Operational, alphanumeric and facsimile information distributed by dedicated or dial-up communication lines. *Topics:* Facsimile contracts, installations, procedures, traffic; teletype contracts, installations, procedures, traffic; computer aspects.

Forecast Procedures
EC-1060
Description: Information on meteorological models, procedures and techniques in support of forecast production. *Topics:* Maps, charts and forms; professional training and development; satellite operations; plans and programs.

Weather Services
EC-1070
Description: Information on policies, standards, procedures and guidance concerning the provision of weather services. *Topics:* General weather services; public weather services; air, marine and road Transportation; agriculture; forestry; climatology; preflight weather information service; radio and television broadcasting; scientific support units; weather service outlets.

Data Acquisition
EC-1080
Description: Information on land surface networks; upper air and aerological networks; Voluntary Observing Ship Program; remote sensing; environmental network; *Topics:* Station classification; site information; meteorological and aerological instruments; codes; data standards; data reduction; quality assurance; equipment supply; development and testing; lists of ships participating; satellite ground stations; APT, weather radar; signal processing; data transmissions; maintenance; plans and policies.

Canadian Meteorological Centre

The Centre is responsible for forecast operations, computer operations and operation development.

Classes of Records

Forecast
EC-1090
Description: Information on analyses and forecasts; hemispheric analyses, heights (pressure) temperature, moisture, winds from surface to 100 mbs; analyses of surface, 850, 700 and 500 mb levels from 1957 to date; historical data; verification statistics. *Storage Media:* Computer files — grid point data, microfilm, printed WX charts, charts and teletype message forms, written and graphic forms.

Observations
EC-1100
Description: Observed data, hemispheric surface synoptic reports *Storage Medium:* Coded forms.

Canadian Climate Centre

The Centre provides a leading role in integrating all climate-related activities in Canada. Research is conducted into climate prediction, man's impact on climate and cause and effect relationships between the climate system, society and the environment. The Centre provides climate data, information, applications services and consultations to federal departments and national organizations, and supports regional offices in serving regional and provincial needs. The Centre is also responsible for the documentation, quality control and archiving of all official Canadian climate data.

Classes of Records

Climatology
EC-1110
Description: Information on applied climatology; climatological data and studies; information and requests; monitoring and prediction; numerical modelling. *Topics:* General climatology; climatology normals; recreation and tourism; station history system; National Parks; agrometeorology; ice accretion studies; biometeorology; energy; Canadian Climate Program; Climatic change. *Storage Media:* Microfilm, magnetic tape.

Hydrometeorology
EC-1120
Description: Information on development of hydrometeorological techniques for measurements and analysis; application of meteorological techniques and data to hydrology and marine problems (hydrology, water resources, oceans, lakes and reservoirs); hydrological time series data; climatology of water temperature. *Topics:* International Hydrological Decade; hydrometeorological projects; investigations, research, studies and surveys; Wind Wave Studies, evaporation. *Storage Medium:* Magnetic tape.

Central Services Directorate

This Directorate is responsible for providing ice information and consultation and advice on its use. It also provides computing services, technical and professional training, long-range planning and network maintenance for data acquisition networks, and expertise for the development and implementation of atmospheric instruments and systems.

Classes of Records

Ice Information, Consultation and Advice
EC-1130
Description: Information on ice forecasting and services, ice research, climatology and Observing Program (reconnaissance).

Communications — Computing Services
EC-1140
Description: Information on communications and communications-programming.

Meteorology Training
EC-1150
Description: Information on professional training, development, technical training in meteorology.

Data Acquisition Networks
EC-1160
Description: Information on atmospheric environment operations, overall policy, operational performance, procedures and standards.

Instruments and Instrument Systems
EC-1170
Description: Information on instruments general, humidity, evaporation, precipitation, marine, physical phenomena, pressure, radiation, atmospheric sounding wind.

National Battlefields Commission

The National Battlefields Commission was established by *An Act Respecting the National Battlefields at Québec* S.C. 1908, CL. 57, as amended. The Commission, a Crown Corporation, is designated as an agency corporation (Schedule C), within the meaning and purpose of the *Financial Administration Act*. The Commission is responsible for the preservation, management and operations of the National Battlefields at Québec and is funded through the annual appropriations of the Department of the Environment and is responsible to Parliament through the Minister of that Department.

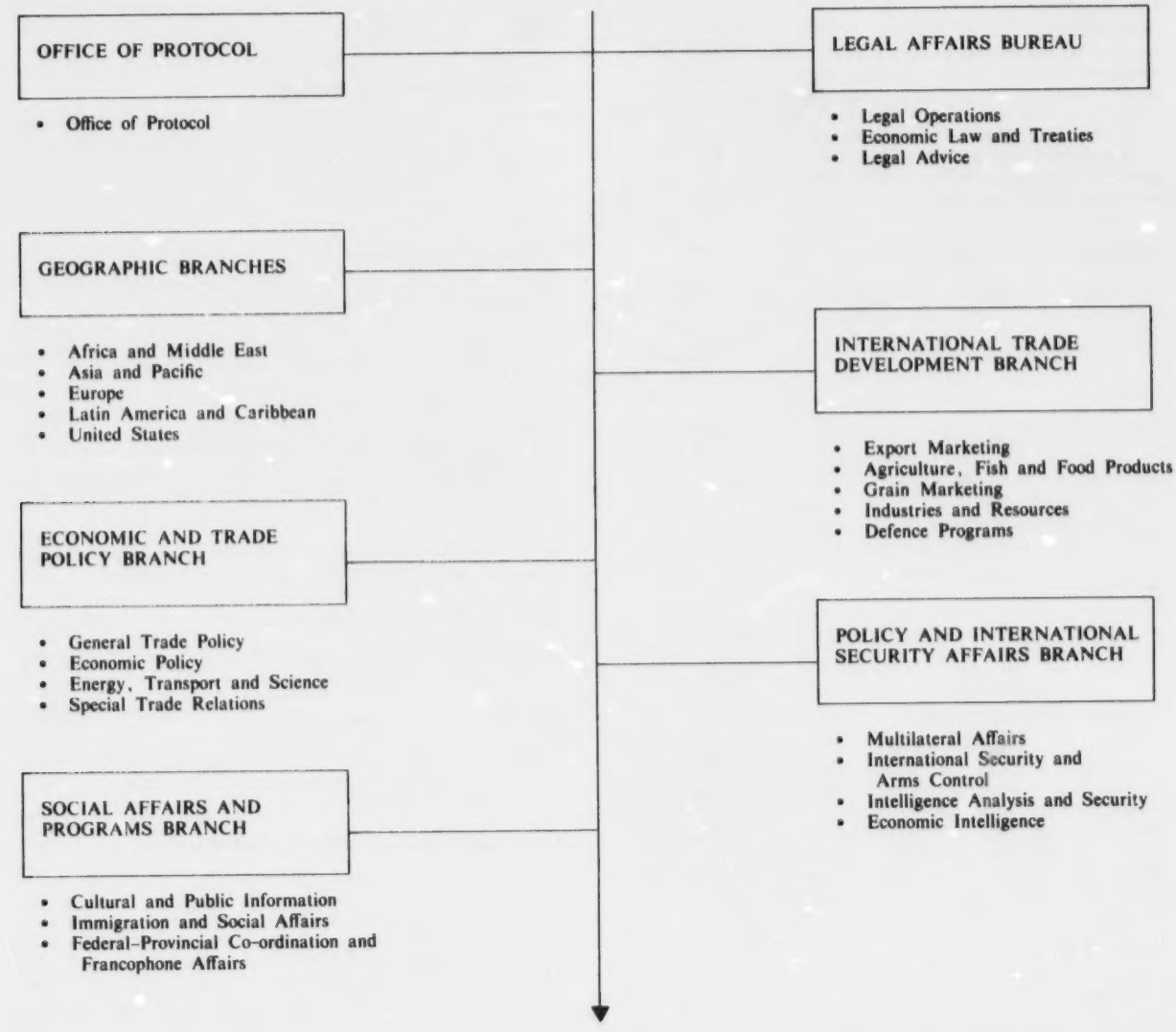
Manuals

- Heritage Canals Regulations
- Historic Sites and Monuments Act
- National Historic Parks General Regulations
- National Historic Park Wildlife and Domestic Animals Regulations.

Classes of Records

National Battlefields Commission
EC-1180
Description: Responsible for the preservation, management and operation of the National Battlefields Park, Québec. *Topics:* Administration, policy, planning studies and reports.

Department of External Affairs



- Corporate Management
- Government Policy and Operations
- Policy Development Secretariat

- Passport Office

ACCESS TO INFORMATION
CO-ORDINATOR
DEPARTMENT OF EXTERNAL AFFAIRS
LESTER B. PEARSON BUILDING
TOWER A, FIRST FLOOR, ROOM 202
125 SUSSEX DRIVE
OTTAWA, ONTARIO
K1A 0G2

Background

The Department of External Affairs was established by an Act of Parliament in 1909 to deal with Canada's relations with other governments within the British Empire and with foreign states. It was placed under the Secretary of State, with an Under-Secretary of State for External Affairs ranking as the permanent Deputy head of the Department. In 1912 amending legislation placed "External" under the jurisdiction of the Prime Minister where it remained until 1946 when a separate Secretary of State for External Affairs was appointed. In 1981 the foreign operations of the the immigration service were brought into the Department. In January 1982 there was a fundamental reorganization to embrace the foreign trade operation; since then there have been two additional cabinet ministers: a Minister for International Trade and a Minister for External Relations. The new *Department of External Affairs Act* came into force on December 7, 1983.

Laws and Regulations

The Secretary of State for External Affairs is responsible for the following statutes:

- Department of External Affairs Act, 1983 c. 167
- Canadian Commercial Corporation Act, RSC 197 c. C-6
- Cultural Property Export and Import Act, 1974-75-76, c. 50
- Diplomatic and Consular Privileges and Immunities Act, SC 1976-77, c. 31
- Export Development Act, RSC 1970, c. E-18
- Export and Import Permits Act, RSC 1970, c. E-17
- Food and Agriculture Organization of the United Nations Act, RSC 1970, c. F-26
- Fort Falls Bridge Authority Act, SC 1970-71-72, c. 51
- Geneva Conventions Act, RSC 1970, c. G-3
- International Boundary Waters Treaty Act, RSC 1970, c. I-20
- International Development (Financial Institutions) Assistance Act, SC 1980-81-82, c. 73
- International Development Research Centre Act, RSC 1970, c. 21 (First Supplement)
- Meat Import Act, 1980-81-82, c. 82
- Privileges and Immunities (International Organizations) Act, RSC 1970, c. P-22
- Privileges and Immunities (North Atlantic Treaty Organization) Act, RSC 1970, c. P-23
- Prohibition of International Air Services, SC 1980-81-82, c. 61
- Rainy Lake Watershed Emergency Control Act, SC 1939, c. 33
- Roosevelt Campobello International Park Commission Act, SC 1964-65, c. 19
- Territorial Sea and Fishing Zones Act, RSC 1970, c. T-7 as amended by RSC 1970, c. 45 (First Supplement) and RSC 1970, c. 14 Section 31, Item 9 (Second Supplement)
- Treaties of Peace (Italy, Romania, Hungary and Finland) Act, SC 1948, c.71
- Treaties of Peace (Japan) Act, SC 1952, c. 50
- United Nations Act, RSC 1970, c. U-3

Overall Responsibilities

The Department of External Affairs has the primary responsibility for the promotion and protection of Canada's interests abroad and the conduct of Canada's relations with other countries. Its main functions are (a) to ensure the effective representation of Canada in other countries and to international organizations: this includes close contact, communication and negotiation with other governments and organizations through Canada's extensive network of representatives abroad; (b) to evaluate information about political, economic and other developments likely to affect Canada's interest; (c) to give advice to the government, often in consultation with other departments, on the formulation and implementation of policies and programs with international dimensions; (d) to ensure the co-ordination of the external aspects and application of national policies for export trade promotion, defence and security, development assistance, immigration, and cultural and scientific exchanges; (e) to reflect to peoples abroad the bilingual and multi-cultural character of Candian society; (f) to provide protection and assistance to Canadian citizens abroad.

Autonomous agencies reporting to parliament through the Secretary of State for External Affairs include the Foreign Claims Commission, the International Boundary Commission, the International Joint Commission, the Roosevelt Campobello International Park Commission, the Canadian International Development Agency and the International Development Research Centre. With the restructuring of the Department, the Export Development Corporation and the Canadian Commercial Corporation have been added, and ministerial responsibility for these corporations has been delegated to the Minister for International Trade.

Major Publications

The following manuals are of general interest and use in the Department. (Others are listed below under various bureaus.)

- Manual of Procedures — This manual contains administrative procedures for headquarters.
- Manual of Regulations
- Supplement Number 4 to the Manual of Regulations, being the Foreign Service Directives
- Manual of Post Administration — This manual provides administrative procedures for the guidance of posts abroad.

Key Contacts

Information on the Department and Canada's external relations can be obtained from several units of the Department. The general address is:

Department of External Affairs
Lester B. Pearson Building
125 Sussex Drive
Ottawa, Ontario
K1A 0G2

1. The Library with reading room facilities:
   Main Floor, Pearson Building
   Telephone: (613) 992-6150

2. Export Trade Promotion Centre:
   Main Floor, Pearson Building
   Telephone: (613) 593-6435 or 1-800-267-8376

3. Domestic Information and Services Division:
   D-2, Pearson Building
   Telephone: (613) 593-7064

An extensive list of publications on external relations including trade can be obtained free by communicating with this Division.

4. Press Office:
   C-5, Pearson Building
   Telephone: (613) 995-1874

5. Historical Division
   Place du Centre, Fifth Floor
   200 Promenade du Portage
   Hull, Quebec
   Telephone: (819) 994-3155

Access Procedures

The existing informal arrangements for access to information, listed as Key Contacts above, continue unaffected by the formal requirements of the *Access to Information Act and the Privacy Act*. For these there are prescribed forms. Formal access requests are to be addressed to:

Co-ordinator
Access to Information and Privacy
Lester B. Pearson Building
Tower A, First Floor, Room 202
125 Sussex Drive
Ottawa, Ontario
K1A 0G2
Telephone: 992-1425 or 992-9273

Requests submitted to posts abroad under the Acts will be referred to this unit in Ottawa.

Organization

The Department operates with its headquarters in Ottawa, regional passport offices in Canada, and missions abroad bearing different names and performing varying functions. Within Canada, the regional offices of the Department of Regional Industrial Expansion (DRIE) support the export promotion program of the Department.

Missions Abroad

The *Department of External Affairs Act* defines "head of mission" in broad terms. There are at present 59 ambassadors resident abroad, 18 high commissioners to Commonwealth countries, 28 consuls-general, one commissioner and eight resident heads of mission to international organizations. With six small embassy offices with non-resident ambassadors, this gives a total of 119 posts abroad, a figure that may vary somewhat from time to time. Many ambassadors and high commissioners are doubly accredited to other countries and add 75 other countries to the list of where Canada is represented. There are, in addition, 20 honorary consuls in cities where there is no other resident representative of Canada. The details appear in the publication *Canadian Representatives Abroad*, which is issued annually. One hundred and three countries have diplomatic missions in Ottawa and another 27 have non-resident accreditation. The departmental booklet *Diplomatic, Consular, and Other Representatives in Canada* also comes out regularly.

International Organizations

Canada has permanent missions to international organizations. There are missions to the United Nations (UN) in New York and in Geneva, the latter also accredited to the Secretariat of the General Agreement on Tariffs and Trade (GATT) and to the five UN specialized agencies located there. There are permanent representatives to the UN Industrial Development Organization (UNIDO) and to the International Atomic Energy Agency (IAEA), both in Vienna; to the UN Centre for Human Settlements (HABITAT) and to the UN Environment Program (UNEP), both in Nairobi; and to th Food and Agriculture Organization (FAO) in Rome. There is a permanent delegation to the UN Educational, Scientific and Cultural Organization (UNESCO) in Paris.

There are permanent missions to the North Atlantic Treaty Organization (NATO) in Brussels; to the European Communities (EC), also in Brussels; to the Organization for Economic Co-operation and Development (OECD) in Paris; and the Organization of American States (OAS) in Washington. There is a delegation to the Mutual and Balanced Force Reduction Talks (MBFR) in Vienna. In Canada, there is a representative to the International Civil Aviation Organization (ICAO) with headquarters in Montreal.

The Department in Ottawa is organized along the following lines: the Office of the Under-Secretary of State of External Affairs and a group of 12 branches, each under an assistant deputy minister, supervise the work of the Department on a geographic, functional or administrative basis. Each branch is divided into two or more bureaus, each under a director general. The bureaus in turn are separated into divisions, each under a director. The description that follows is principally at the bureau level.

Office of the Under-Secretary

The Under-Secretary, as deputy head, bears general responsibility for departmental policy and objectives. He is assisted by two deputy ministers, one to handle international trade and co-ordinate international economic relations, and the other, foreign political affairs; and by the 12 assistant deputy ministers who have responsibility for the different operations of the branches of the Department — political, economic, trade development, trade relations, international security and intelligence, multilateral relations, cultural and information activities, immigration, personnel, administration and policy co-ordination. (See the departmental organization chart.)

Press Office

This unit is headed by a director who serves as official spokesman to the media for the Ministers and the Department. He provides the official position on foreign policy and international trade questions. Besides answering questions from journalists and handling the Department's day-to-day press relations, the office arranges general press conferences for the Ministers at home and abroad and special briefings by departmental officials on complex subjects. It issues press releases for the Department and the Ministers containing the formal announcements of the Department and the texts of statements and speeches by the Ministers. It assists Canadian journalists going abroad on assignment and makes arrangements for journalists accompanying the Ministers when they visit other countries or attend international conferences. Likewise, it organizes programs for members of the press accompanying foreign leaders on official visits to Canada.

Office of Protocol

The Chief of Protocol and his office handle the accreditation and appointment of foreign diplomatic and consular representatives to Canada and heads of Canadian diplomatic and consular missions to other countries. This involves questions of diplomatic and consular privileges and immunities respecting both foreign representatives in Canada and Canadian representatives abroad. The Chief of Protocol is the principal liaison point between the Department and the Diplomatic Corps accredited to Canada. The Office plans, organizes and manages state and official visits to Canada and participates in the logistic planning and conduct of travel abroad of the Governor General, the Prime Minister, the Secretary of State for External Affairs, The Minister for International Trade and the Minister for External Relations.

Manuals

- Manual of Visits Procedures

Classes of Records

Office of Protocol
EA-10
Description: Information on the accreditation and appointment of foreign and Commonwealth representatives to Canada and of Canadian representatives to other countries, diplomatic privileges and immunities and the planning, organization and management of state and official visits to Canada. *Topics:* Diplomatic representation; policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; status and

precedents; accreditation; privileges and immunities; privileges and immunities abroad; Canadian representatives abroad — heads of post, consular officers, special envoys; foreign representatives in Canada — heads of post, political advisers, military advisers, commercial advisers, special advisers; consular officers and trade commissioners; provincial representatives abroad; diplomatic and consular lists; ceremonials; honours and awards; hospitality and security of foreign diplomatic missions in Canada.

Office of the Legal Adviser

The Legal Adviser provides advice to the Under-Secretary on matters of international law to ensure that in the conduct of international relations, full account is taken of existing and emerging principles of international law. At present, the Legal Adviser is also the Agent for Canada in the Gulf of Maine Maritime Boundary Case.

The Legal Affairs Bureau

This bureau divides its functions into three divisions. Legal Operations Division handles UN and other multilateral legal issues, peace and security law, the law of the sea, environmental and fisheries law, and humanitarian law. The Economic Law and Treaty Division advises on subjects such as investment, energy, transport, intellectual property, extraterritoriality, and trade agreements. It is concerned with the protection of the property interests of Canadian citizens abroad, including claims arising from the taking over of property by foreign governments. The Treaty Section covers their interpretation and the formal aspects of the negotiation, signature, registration, and custody of treaties. The Legal Advisory Division provides services on private international law such as the authentication of Canadian certificates and documents, the federal-provincial aspects of Canada's international relations, sovereign immunity, recognition of states and governments, protection of Candian citizens, and diplomatic and consular privileges and immunities. It houses an extensive library on international law. There is a unit that gives advice on domestic law questions.

Classes of Records

Legal Operations
EA-20
Description: Information on maritime legal questions, international legal activities in the environmental field and UN legal issues. *Topics:* Territorial and high seas matters; fishing zones; fisheries agreements; fishing treaties; fisheries regulations; fisheries exports; international fisheries commissions; fish stocks; maritime boundaries; transboundary fish stocks; fisheries negotiations; fisheries conservation; marine scientific research; marine mammals; Law of the Sea; continental shelf; international seabed area; compensatory financing; transfer of technology; Arctic sovereignty; deep-seabed enterprise; seabed authority; nickel production; marine environmental protection and preservation; marine vessel traffic agreements; navigation safety; admiralty law; marine pollution control; bonding arrangments; oil and hydrocarbon exploration; transportation regulations; environmental law; environmental relations; offshore mining annd drilling; air pollution control; weather modification; aviation organizations; outer space law; international space committees; space agreements and treaties; human rights; refugees; terrorism; hijacking; disarmament; direct broadcast satellites; nuclear-powered satellites.

Economic Law and Treaties
EA-30
Description: Information on Canada's international economic relations, trade and commodity agreements and related matters. *Topics:* Trade agreements; commodity agreements; constitutional law; international dispute settlement; international organizations; international investment; international industrial policy; international commercial arbitration; international energy issues; jurisdictional issues; sanctions and boycotts; transport and communications; international bankruptcy issues; foreign and domestic claims; international development; international finance; International Law Commission; treaty negotiation, interpretation, registers, procedures and publication.

Legal Advice
EA-40
Description: Information on questions of public and private international law and international relations. *Topics:* Policy and plans; reports and statistics; judicial and legal services; authentication and notarial acts; diplomatic and consular privileges and immunities; consular questions; sovereign immunity; recognition of states and governments; provincial participation in international agreements; passport matters; defence regulations; security matters; transfer of offenders; narcotics control; transborder police operations; immigration legislation and regulations; extradition; childnapping; private international law; administrative law; private institutional law; maintenance orders; letters rogatory; depositions; service of documents.

The Five Geographic Branches

For the conduct of external relations, the world has been divided into five geographic regions, each constituting a branch under an assistant deputy minister: Africa and the Middle East, Asia and the Pacific, Europe, Latin America and the Caribbean, and the United States. Each branch is divided into sub-regional bureaus, with further separations into divisions. The responsibilities and activities of the geographic bureaus have much in common and they are best described together.

Each geographic bureau is responsible for the management and coordination of the full range of relations with its region. Included are the operations of the Canadian posts abroad in the area, their guidance and instruction, and the provision and allocation of resources to them. Under the new *Department of External Affairs Act*, a head of mission, as defined, has the management and direction of the mission and the supervision of the official activities of the various Canadian departments and agencies in the country in question.

The work of the Geographic Bureaus are distributed amongst three types of sections — Relations Divisions, Trade Development Divisions and Programs Divisions. The Relations Divisions handle bilateral, political and economic relations, country, sub-regional and regional analysis and policy, and, where appropriate for Third World countries, aid relations. All the Trade Development Divisions handle export promotion, most of them deal in tourist promotion in conjunction with Tourism Canada, fairs and missions, and some are concerned with investment development. The Trade Development Divisions are the main point of contact for the business community. The Programs Divisions are concerned with immigration and in some cases refugees and family reunification, cultural and academic relations, public affairs including information activities, and the management of visits to and from the area in question.

The structure of the two United States bureaus are somewhat different from that of the other bureaus, as they handle a large number of additional issues and problems, some of which are of a transboundary character, such as waterways, pollution, the export of energy, trucking, broadcasting and the work of the International Joint Commission and of the International Boundary Commission.

To learn who is the "desk" officer, or the person responsible for a particular country in the field of trade promotion, general relations or programs, the Director General of the bureau concerned may be contacted. There is an Ambassador-at-Large, based in Ottawa, for the continuing Conference on Security and Co-operation in Europe (CSCE).

Classes of Records

Geographic Branches
EA-50
Description: Information on the formulation and conduct of Canadian policy, the supervision of operations of the diplomatic and consular posts and Canada's relations with the country in which it is situated, bilateral matters involving diplomatic missions of other countries in Canada and policy advice; information on the activities of the branches and involvement with the public and private sectors in Canada's trade relations, the drawing up and negotiating of bilateral and multilateral agreements, acts, regulations, quotas and standards pertaining to Canada's foreign trade. *Topics:* Policy and background; trends in global, international and national affairs; Canadian external policy and relations; foreign policy trends; internal policy trends; guidance to heads of posts; reports and statistics; periodic reports; tour reports; treaties and agreements; organizations and conferences; laws; national historical outlines; nationalism; visits; neutralism and non-alignment; peace and non-aggression; intervention and non-intervention; dependent territories; colonialism and imperialism; interim control and surveillance; independence and recognition; political asylum; government, constitution, head of state, cabinet, legislature, judiciary, administration; national symbols; church-state relations; political parties, non-party groups and elections; provincial and municipal affairs; communism; internal security forces; political prisoners; subversion and espionage; demonstrations and riots; coups d'état; disputes and incidents; economic relations; development assistance; bilateral environmental and energy questions; transboundary issues; trade relations; immigration consultation and research; exchange of information for the trade sector; international trade relations; associations; clubs and societies; commodities; companies; conferences, seminars, conventions and meetings; committees; co-operation and liaison; economic and political conditions; environmental conditions; international organizations; statistics; taxation and taxes; tourism; transportation; acts, legislation and regulations, food and drug regulations; immigration acts and regulations; marketing and labelling acts; standards; agreements; customs and tariffs; export and import controls; financing and aid; Canadian banks and financial institutions; Canadian Commercial Corporation; contracts and tenders; development banks; foreign banks and financial institutions; government financing and aid; investment; international trade; assistance to exporters and importers; Canadian capabilities and competitiveness; Canadian trade; industrial co-operation; joint ventures; international economic boycotts; programs; selective identification systems for multilateral project opportunities; overseas projects; Third Country operations; fairs and exhibitions; missions and visitors. *Note:* The records of the Programs Divisions, in fields such as immigration, cultural relations and information activities, form part of the records of the general functional bureaus of the Department, described elsewhere.

International Trade Development Branch

Export Marketing Bureau

The Bureau is the central point in the Department for the planning, co-ordination and evaluation of federal government policies, programs and initiatives related to export development and promotion. It has the responsibility for a comprehensive export development strategy to provide direction and program support to the Canadian export community. It operates the Export Trade Information Centre on the ground floor of the Pearson Building.

The Export Finance Division has the principal responsibility to ensure that the export financing facilities available to the Canadian business community remain accessible and competitive. It is concerned with all aspects of export credit financing, including discussions in international bodies. The Division participates in decisions affecting the Export Development Corporation, the Canadian Commercial Corporation and the Canadian International Development Agency to ensure that their resources are used effectively to further Canadian trade objectives. It takes initiatives related to Canadian procurement in capital projects financed by the World Bank and the regional development banks.

The Program for Export Market Development (PEMD) is designed to help develop and increase the export of Canadian goods and services by sharing with private enterprises the financial risks of entering into new foreign markets. The Market Advisory Group conducts special marketing studies and market development plans. It also manages the Export Awards Program.

The Fairs and Missions Division is responsible for financing participation in trade fairs and for outgoing and incoming missions, including visits to Canada by foreign buyers and government trade delegations. It conducts evaluation studies on the results or performance of participation in fairs and trade missions.

The Regional Development Division provides co-ordination between the Department and other federal departments, particularly with the Department of Regional Industrial Expansion (DRIE) on export trade development, tourism and industrial development. It is responsible for the integration of the activities of other departments in the Department's programs abroad and for furthering the export promotion role in Canada through other departments. There is close liaison with the regional executive directors of DRIE and an interest is taken in provincial trade issues.

Manuals

- Trade Fairs and Missions Operating Directives

Classes of Records

Export Marketing
EA-60
Description: Information on policies and special issues in the international marketing area that are generally non-recurring. Also included is a broad range of information on the international marketing policies and activities of a variety of public and private sector organizations, federal government programs of export education assistance to business and to export education activities of various public and private sector organizations. Information on the activities of the federal government and private sector groups in gathering and disseminating market intelligence is included. Also, there is information available on the development of export marketing strategies for particular foreign country markets, including material provided as input or comments by other departments, provinces, private sector groups and academic institutions; federal government incentive and assistance programs related to export market development and government policies which affect export market development and the operations of the Export Promotion Review Committee and the Export Trade Development Board. *Topics:* International marketing policy; co-operation and liaison; export marketing liaison; export education; foreign market intelligence; export marketing planning and co-operation; market strategy; programs; policies related to export development and development banks; OECD; Export Trade Development Board; provincial affairs; economic development; Canadian industry policy development; industrial development; trade development.

Agriculture, Fish and Food Products Bureau

This bureau is responsible for ensuring that international considerations are taken into account in the formation of domestic agricultural and fisheries policies and for improving the export opportunities in the large sector of farm and fishery products, including animal and poultry breeding stock, furs, beverages and packaged foods. In the fisheries sector, there is co-ordination of world-wide fisheries issues,

participation in the restructuring of the fishing industries, and close relations with the Department of Fisheries and Oceans. The Food Policy Division provides agricultural trade and markets reporting and maintains relations with Agriculture Canada, DRIE and Canagrex, the food marketing crown corporation.

Classes of Records

Agriculture, Fish and Food Products
EA-70
Description: This class covers information relating to the production and marketing, nationally and internationally, of agricultural, fish, grocery, livestock, meat and dairy products on a national and international basis, including world market situations and the general economic development of the Canadian industries. Also included are the bureau's involvement with various associations and organizations from the public and private sectors and other countries, missions, visits, trade fairs, grants, loans and contributions programs designed to assist the industries in the development and marketing of their products. *Topics:* Agricultural products; feed; fresh fruits; fresh vegetables; pulses; seeds; tobacco; aquaculture; companies; foreign countries; fresh water species; groundfish; industrial fishery products; marine mammals; marine plants; pelagic species; provinces; roes; caviar; salmon; sharks; swordfish; shellfish; grocery products; baked goods; beverages; fruit and vegetables; grain-based products; international commodities; processed foods; dairy products; fur products; livestock; meat; poultry; agricultural intelligence; agricultural reporting; associations; clubs; societies; energy conservation and reduction; fairs and missions; food industry; market surveys; missions and visits; tariffs; trade agreements; negotiations; treaties; transportation; FAO programs generally; Program for Export Market Development (PEMD); programs of other departments.

Grain Marketing Bureau

The bureau is concerned with the maintenance and expansion of markets for grains and oilseeds. It works closely with domestic economic departments in developing marketing strategies and also with agencies such as the Canadian Wheat Board that have been established to market specific products. There are units that do market studies and policy analysis to improve market intelligence. In addition, there is an interdepartmental Special Advisory Group on Grains that provides support to the Minister of State responsible for the Wheat Board.

Classes of Records

Grain Marketing
EA-80
Description: This class contains information relating to the activities of the Canadian grain exporting and processing firms. Included are outgoing and incoming trade missions; visits of buyers; technical seminars; feeding trials; grants, loans and contributions programs designed to help the grains and oilseeds industry in the development and marketing of new produts; research surveys and analysis of the industry; the development and administration of various acts and legislation governing the activities of the Canadian grain industry; trade agreements and treaties; production and marketing nationally of Canadian products; world market situations; general economic development of the industry; involvement with associations and organizations from the public and private sectors, including government departments and foreign organizations; foreign market conditions; trade laws; regulations; and agricultural production. *Topics:* Fairs and missions; visits; grain missions to foreign countries; market development studies; industry sector profiles; research; marketing analysis; Rapeseed Utilization Assistance Program; Program for the Advancement of Industrial Technology; Program for Export Market Development; Grains and Oilseeds Marketing Incentive Program; Enterprise Development Program; acts and legislation; grains policy; markets for grain; markets for oilseeds; programs, grains; transportation and handling; grains financial matters; fats and oils; associations, institutions and organizations; committees; conferences and meetings; companies; corporations and firms; provincial governments; federal government departments and agencies; economics.

Industries and Resources Bureau

This bureau focuses on bringing trade relations, trade policy considerations and Canada's trade agreements obligations to bear in the formulation of domestic industrial and resources policies. It is concerned with the development of domestic policies to ensure that full advantage is achieved in the multilateral trade framework.

The Manufacturing Industries Division gives special attention to transportation equipment, capital and consumer goods, and pharmaceuticals and health care products. The Resource Industries Division covers coal and petrochemicals, metals and minerals, industrial materials and forest products. The Technology and Services Division concentrates on the marketing of information systems, consulting and engineering services, industrial technology, Telidon and telecommunications.

Classes of Records

Industries and Resources
EA-90
Description: Information on trade relations and policies as they relate to manufacturing industries, resources industries and technology and service industries; information on the export market for these industries as well as information on the development and implementation of marketing strategy for their products and services. *Topics:* Industrial commodities and trade policy; commodities; metals and minerals; industrial trade policy; industry sector policies, profiles and strategies; Telidon Marketing Secretariat generally; development banks; special marketing generally; marketing; trade shows; companies; programs.

Defence Programs Bureau

The Bureau has the responsibility for the development and management of defence equipment and selected high technology export trade on a worldwide basis. It identifies and evaluates the defence and related export trade opportunities and promotes policies and strategies to exploit such opportunities. It handles defence production sharing arrangements and agreements with allied and friendly countries.

The Overseas Division is responsible for export market development for Canadian defence and related equipment in all foreign markets except the United States. This includes NATO defence sharing and bilateral agreements with foreign governments. The United States Division handles export market development for defence equipment in the United States and the management of the defence production sharing arrangements between the two countries. The Project Marketing Division is responsible for worldwide export marketing promotion for major defence and high technology products. There is also a section for market research and analysis, which provides statistical and other support for the expansion of defence equipment exports.

Manuals

- Defence Production Sharing Handbooks

Classes of Records

Defence Programs
EA-100
Description: This class covers information concerning the policies and procedures on the industrial and trade aspects of defence programs, research, development, marketing and production of defence products; Canada-U.S. defence development and production sharing; activities of NATO, its committees and groups. *Topics:* Defence programs

generally; acts, legislation and treaties; export controls; trade restrictions; defence industry productivity program; military training assistance to non-NATO countries; program for export market development; products; associations; companies; countries; Canada-U.S. defence development and production sharing generally; defence development sharing arrangements; defence production sharing arrangements; NATO generally; committees; Airborne Early Warning; Industrial Advisory Group; Maintenance Supply Services Agency.

Economic and Trade Policy Branch

General Trade Policy Bureau

The Trade Policy Division has the responsibility for the development and review of general trade policy, including import policy. This includes the commercial policy aspects of economic summits, quadrilateral trade meetings, the United Nations Conference on Trade and Development (UNCTAD) and the Organization for Economic Co-operation and Development (OECD). The Division also handles the Canadian interest in the Generalized System of Preferences (GSP).

The GATT Affairs Division is responsible for the overall co-ordination and management of Canada's participation in the General Agreement of Tariffs and Trade (GATT) and its subsidiary agreements. This calls for the safeguarding and improving of the access to foreign markets on the basis of the rights and obligations under GATT, including in some instances the use of its dispute settlement machinery.

The Agriculture and Commodity Policy Division covers the international aspects of agricultural trade policy, particularly those involved in the multilateral institutions of OECD, GATT and the Food and Agriculture Organization (FAO). Its responsibility for international commodity agreements and arrangements includes negotiations related to Canada's participation in these and the ongoing involvement in the councils and other bodies charged with the management of the agreements.

Classes of Records

Trade Policy
EA-110
Description: Information on international trade, customs tariffs, international trade conferences, trade promotion, policies and restrictions, trade agreements, export controls, strategic controls and embargoes. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislations and regulations; visits; tariff negotiations; customs; low-cost imports; surplus disposal; subsidies; quantitative restrictions; state trading; commercial relations; trade promotion; trade fairs; tourism; quarantine regulations; strategic trade controls.

GATT Affairs
EA-120
Description: Information on the co-ordination and management of Canada's participation in the General Agreement on Tariffs and Trade. *Topics:* Policy; charter; relations; membership; secretariat; financing; public relations; documents; sessions; council meetings; multilateral trade negotiations.

Agriculture and Commodity Policy
EA-130
Description: Information on international aspects of agricultural trade policy and international commodity agreements. *Topics:* Agricultural industry; food and agriculture; commodity trade; policy and plans; organizations and conferences; treaties and agreements; schools and training; visits.

Economic Policy Bureau

The bureau is responsible for the co-ordination and development of general international economic policy and the advancement of Canadian economic interests in the international sphere. The International Economic Relations Division examines the worldwide economic situation and deals with the broader aspects of economic issues in meetings, such as the Economic Summits and OECD ministerial meetings. It covers the general economic and trade aspects of East-West relations. The International Financial and Investment Affairs Division has the principal responsibility within the Department for questions of international finance, monetary matters the International Monetary Fund (IMF), international banking and debt issues, industrial and intellectual property covered by patents and copyright, competition policy, investment issues dealt with in international bodies, and the treatment and conduct of multinational enterprises.

The Economic Relations with Developing Countries Division has the general responsibility within the Department for Canada's policy on development assistance and for the North-South dimension of international economic relations. This includes the co-ordination of Canada's participation in multilateral discussions on relations with the developing worlds in such forums as the World Bank, other development banks of a regional character, UNCTAD, the World Food Program of FAO, other United Nations agencies and the Development Assistance Committee (DAC) of OECD.

Classes of Records

International Economic Relations
EA-140
Description: Information on international and domestic studies; trends and conditions; discussions on international economic policy and relations; macro-economic questions; OECD activities and Economic Summits; East-West multilateral economic issues, including Basket II of the Conference on Security and Co-operation in Europe and the Economic Commission for Europe. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; budgets; industrial organizations; regional economic groupings; scientific and technical co-operation in industry; joint ventures.

International Finance
EA-150
Description: Information on international finance and monetary matters, the activities of public and private agencies in the field of banking, investment and insurance. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; taxation; public debt; currency; foreign exchange and payments; capital movements; banking; gold; insurance; domestic investment; foreign investment; control of assets; companies and co-operatives; industrial property; multinational enterprises.

Economic Relations with Developing Countries
EA-160
Description: Information on international economic development, Canada's policy on development assistance and North-South issues. *Topics:* Policy, plans and programs; reports and statistics; treaties and agreements; organizations and conferences; legislation; international co-ordination; project assistance; non-project assistance; technical assistance; food aid; export development; relief; volunteer services.

Energy, Transport and Science Bureau

The Energy and Environment Division seeks to ensure that international policy considerations are brought to bear in determining domestic policies and programs in the energy and environment sectors. It works closely with the community interested in the export of

energy, such as oil and gas, with a view to exploiting energy trade opportunities; and it manages Canada's international energy relationships. On the environment side, the Division co-ordinates Canada's involvement in international issues and is the focal point for policy and technical expertise covering the broad spectrum of environmental questions. It provides support to the geographic sections in the management of bilateral environmental issues. The Division is also responsible for Canadian participation in international organizations, notably the UN Environment Program (UNEP).

The Nuclear Division is responsible for the development and implementation of nuclear export policy, safeguards and non-proliferation policy. These include the export of uranium, liaison with the nuclear industry, nuclear co-operation agreements, the *Non-Proliferation Treaty* and Canada's participation in the International Atomic Energy Agency (IAEA).

The Transportation Division is the departmental focal point for industry development, policies, and issues pertaining to transport in several forms. It advises on and conducts bilateral and multilateral relations in the development and implementation of air transport policy and in this regard supports the Chief Air Negotiator, who is appointed by the Minister of Transport and the Secretary of State for External Affairs. The Division ensures consideration of Canadian trade and international relations factors in the development of policies on shipping, surface and multimodal transport. It handles the departmental interest in the International Civil Aviation Organization (ICAO), with headquarters in Montreal, and the International Maritime Organization (IMO) in London.

The Science, Technology and Communications Division follows the international aspects of science and technology policy and issues such as space, international telecommunications, and the transfer of technology. In space issues the Division maintains contact with institutions such as NASA and the European Space Agency (ESA) and is responsible for multilateral co-operation in areas such as remote sensing and the use of communications and broadcasting satellites. In communications matters the Division is responsible for international telecommunications, including broadcasting and transborder data flow. It provides the departmental liaison for the International Telecommunications Union (ITU).

Classes of Records

Energy and Environment
EA-170
Description: Information on questions and negotiations concerning conventional and new forms of energy; international energy policy co-ordination; economic and commercial developments; and Canadian and international policy and activities in the field of the environment. *Topics:* Policy and plans; reports and statistics; treaties and agreements, organizations and conferences; legislation and regulations; visits; electricity; petroleum and natural gas; conservation; coal; energy research and development; environmental research and development; protection of nature; wildlife and aquatics; prevention of diseases; social development; pollution; pollution by industry; pollution by radiation; land spoilation; air, water and transportation pollution.

Nuclear
EA-180
Description: Information on questions and negotiations concerning nuclear energy, safeguards, international nuclear energy policy co-ordination, and economic and commercial development. *Topics:* Policy and plans; reports and statistics, co-operation and agreements; organizations and conferences; legislation and regulations; visits; IAEA co-operation; technical assistance and information; research and development; safeguards; export and import; safety standards.

Transportation
EA-190
Description: Information on Canadian and international policy in the area of transportation. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; companies; civil aviation; merchant shipping; railways; roads; multimodal transport.

Science, Technology and Communications
EA-200
Description: Information on the international aspects of science, technology, space and telecommunications. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; exhibitions; branches of science; training; research; scientific information; scientific manpower; technological; development; standards; time and the calendar; outer space; satellites; tracking; balloons; legal aspects; research and development; telecommunications satellites; radio; telephone and telegraph; television; cable; computer communications.

Special Trade Relations Bureau

This Bureau is responsible for the development, implementation and administration of import and export control measures under the authority of the *Export and Import Permits Act and Regulations*.

Import Controls I Division handles textiles and clothing. It prepares recommendations to the government on special measures for protection against the disruptive effect of low-cost imports to the textile and clothing industries, handles bilateral export restraint arrangements, and purposes unilateral action. It co-ordinates the Canadian position under the International Textile Arrangement of GATT.

Import Controls II Division administers the import controls on certain agricultural goods, such as dairy products, to give effect to the government's supply management and price support policies. It also gives effect to special measures of protection on imports such as footwear pursuant to injury findings under the *Anti-Dumping Act*.

The Export Controls Division is responsible for policy formulation and the administration of controls on exports of military, nuclear and strategic goods; and to implement the government's national security, foreign policy and safeguards objectives. It co-ordinates positions on these either in respect of individual permit applications or for presentation of Canadian views to the Co-ordinating Committee (COCOM).

These Divisions are supported by a data processing service that maintains and revises a computerized system of information including the permits issued by customs brokerage offices across Canada. There are provisions for permit auditing and action on violations.

Manuals

- The Export and Import Permits Act Handbook
- The Handbook of Import Codes
- Notices to Exporters, Instructions
- Notices to Importers, Instructions

Classes of Records

Special Trade Relations
EA-210
Description: Information relating to government administration of the *Export and Import Permits Act* and any other related acts and regulations; the Bureau's activities and involvement with individual companies in the area of export and import quotas and market restraints; the Bureau's activities in the control of imported and exported commodities; and its dealings with concerned government and non-government agencies. *Topics:* Legislative Acts; consultations

and negotiations, country agreements, permits and certificates, violations and prosecutions; companies; general correspondence; commodities; policy, injurious imports; textiles, clothing, footwear; agricultural products; electronic products; other exported items; associations and general economic data; countries; general correspondence; government departments and agencies; associations, statistics and correspondence.

Political and International Security Affairs Branch

Multilateral Affairs Bureau

This Bureau co-ordinates Canada's general participation in the United Nations and most of the specialized agencies and institutions that form part of the UN system (see International Organizations in introductory section under Organization). It is thus responsible for delegations to the annual General Assembly of the UN and to other meetings and conferences. A special section deals with human rights in many aspects at the international level.

The Commonwealth Institutions Division co-ordinates Canada's multilateral relations with the countries of the Commonwealth, as well as the Commonwealth Secretariat in London, and the many Commonwealth official and non-governmental organizations. The most important conference for which it is responsible is the periodic meeting of the Commonwealth heads of government.

Classes of Records

United Nations Affairs

EA-220

Description: Information on the organization, structure, administration, relations and sessions of the United Nations; including the Security Council, the General Assembly, and other UN organizations such as the International Labour Organization (ILO), Food and Agriculture Organization (FAO), International Civil Aviation Organization (ICAO), United Nations Commission for Human Settlements (UNCHS), United Nations Environment Program (UNEP), International Telecommunications Union (ITU), Universal Postal Union (UPU), and International Maritime Organization (IMO); information on Canada's participation in United Nations social and humanitarian activities. *Topics:* Policy and programs — character, relations with countries, specialized agencies, inter-governmental organizations, non-governmental organizations, membership; Secretariat — finance and administration, privileges and immunities, public relations, documentation, personnel; General Assembly — rules and procedures, sessions, agenda, delegations, credentials, general committee, main committees, Canadian statements; Security Council — rules of procedure, delegations, membership, reports to General Assembly; Economic and Social Council — sessions; United Nations system, including above agencies; policy; plans; programs; international, national and non-governmental human rights organizations and conferences; reports and statistics; international co-ordination; promotion of human rights; human rights violations; treaties and agreements; multilateral human rights matters and policies.

Commonwealth Institutions

EA-230

Description: Information on Canada's participation in Commonwealth programs and activities. *Topics:* Policy; development; membership; Prime Ministers' meetings; inter-governmental conferences; organization of Royal visits; Queen and Royal Family; Commonwealth ministerial meetings and conferences; functional co-operation and the activities of non-governmental organizations.

International Security and Arms Control Bureau

The Arms Control and Disarmament Division prepares policy on arms control and disarmament in close liaison with the Department of National Defence and other departments and agencies. It is responsible for guidance to the Canadian delegations to the various United Nations meetings on disarmament in New York and Geneva and the disarmament conferences elsewhere. A section deals with the several aspects of nuclear weapons and disarmament. Another unit is concerned with the control of conventional weapons, biological and chemical weapons, the reduction of military budgets and the economic aspects of disarmament. There is a special Ambassador for Disarmament.

The Defence Relations Division has the general task of co-ordinating and preparing policy proposals on the defence aspects of Canadian foreign policy. It is concerned with the political and defence policy facets of Canada's participation in NATO. It is also responsible for the formulation of Canadian policies on arms control in the East-West context, seeking balanced and verifiable reductions and limitations in the nuclear and conventional forces of members of NATO and the Warsaw Pact. A section deals with bilateral defence relations, in particular North American defence, including NORAD affairs. The head of the section is the Canadian Secretary of the Permanent Joint Board on Defence. Another section is concerned with military training assistance to developing countries and United Nations peacekeeping operations.

Classes of Records

Arms Control and Disarmament

EA-240

Description: Information on various issues involved in formulating advice and recommendations on policy and positions intended to control the arms race. *Topics:* Policy and positions; reports and statistics; public opinion in Canada, public opinion abroad; treaties and agreements; international organizations and conferences; legislation and regulations; measures; plans and proposals; control and verification; cut-off, use and transfer of fissionable material; reduction and elimination of nuclear weapons and nuclear weapons carriers (SALT); reduction and elimination of chemical and biological warfare (CBW) weapons; reduction of conventional armaments and armed forces; military budgets; foreign bases; transition from stage to stage of disarmament; outer space; reduction of the risk of war; disengagement and denuclearized zones; comprehensive test ban and disarmament studies and research; suspension of nuclear tests — policy and positions, treaties and agreements; organizations and conferences, plans and proposals; nuclear war; legal aspects; economic and social consequences.

Defence Relations

EA-250

Description: Information on the development and co-ordination of Canadian foreign and defence policies on issues such as NATO, NORAD and other North American defence issues. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; visits; Canadian forces, foreign forces, defence authorities; visiting forces; bilateral relations — Canada; bilateral relations — other countries; armed forces — policy and procedures, co-ordination personnel, navy, army, air force, paramilitary forces, uniforms and insignia, decorations, colleges and courses, commemorations and war graves, welfare and entertainment, non-military activities; conventional and nuclear armaments; peacekeeping; defence research; military information; air defence systems; manoeuvres and exercises; bases, installations and related activities; arms sales; military transportation; communications; aircraft clearances; military assistance; mobilization for war; outer space; service attachés; civil defence and emergency planning.

Intelligence Analysis and Security Bureau

The Intelligence Analysis Division produces current and long-term intelligence assessments and serves as liaison with other departments and governments for the exchange and dissemination of intelligence. An interview unit collects from Canadian residents information about foreign countries not otherwise easily available. The Security Division is responsible for the personal safety of the Department's personnel and for the security of property and documents, both in Ottawa and abroad, and for liaison with other departments and governments on national security questions involving foreign relations. The Emergency Preparedness Division's responsibilities include countermeasures to deal with international terrorism, contingency planning and crisis management. The last includes the Operations Centre, a focal point for special task forces formed to deal with serious crises.

Classes of Records

Intelligence Analysis
EA-260
Description: Information on the collection and analysis of foreign political and economic intelligence from other federal departments and agencies, the public media, foreign governments, international organizations and other sources that provides a basis for policy formulation on matters affecting Canada's interests. *Topics:* Political affairs; policy and plans; reports and studies; agreements; organizations and conferences; legislation and regulations; visits; release of information; foreign political parties; foreign personalities; special clearances; liaison arrangements; interviews with Canadian residents. *Retrievability:* Major case files are arranged by country, international organization or individual.

Security
EA-270
Description: Information on matters concerning the physical security of documents, communications and buildings, and the safety of personnel both at posts abroad and in Ottawa; personnel security; and issues affecting national security. *Topics:* Policy and co-ordination; reports and information; treaties and agreements; legislation and regulations; visits; arrangements; conferences and delegations; assistance to foreign missions; passport security; immigration security; foreign intelligence activities in Canada; communist and pro-communist parties and organizations; vulnerability; exchange and release of information; travel by Canadian residents; foreign representatives in Canada; visitors; communications services; documents and information; violations; inspections; education and training; responsibility of staff; guard protection; personnel debriefing; physical, technical, equipment, security clearances.

Economic Intelligence Bureau

The Bureau makes intelligence assessments of foreign economic developments relevant to Canada's foreign policy interests. Its work is divided into three geographic divisions: Europe; Asia; and Africa, Middle East and the Western Hemisphere.

Classes of Records

Economic Intelligence
EA-280
Description: Information on the collection and analysis of economic intelligence furnished by other federal departments and agencies, the public media, foreign governments and international organizations that provides a basis for policy formulation on matters affecting Canada's economic interests. *Topics:* Policy and plans; reports and studies; agreements; organizations and conferences; legislation and inter-governmental conferences; international associations and private organizations.

Social Affairs and Programs Branch

Cultural and Public Information Bureau

There are seven divisions. The Academic Relations Division works, in conjunction with the Geographic Programs Division, to develop a sustained interest in Canada among members of the academic community outside Canada, especially in certain countries. This is done partly by encouraging Canadian studies. The Division also manages some post-graduate awards for foreign nationals at Canadian universities. It also promotes the study of international relations at Canadian universities and provides each year several Foreign Service Visitors on Canadian campuses.

The Arts Promotion Division promotes tours abroad of Canadian performing artists, the exhibition of Canadian art and participation in film festivals. It is the point of contact in the Department for the cultural community. The Cultural Policy Division handles Canada's relations with the United Nations Educational, Scientific and Cultural Organization (UNESCO) and with other multilateral cultural institutions. It also deals with the international aspects of sports events, both at home and abroad.

The Historical Division collects and disseminates information on the Department's evolution and Canada's past foreign policy. It develops relations with the academic community that is interested in research work on foreign affairs and wishes to have access to the Department's historical records.

The three information divisions have the task of supporting Canadian foreign policy objectives by spreading knowledge of Canada abroad and assisting trade promotion programs, as well as creating within Canada an understanding of the government's foreign policy and the activities of the Department. The Domestic Information and Services Division fosters domestic awareness of Canada's foreign policy in a number of ways and answers inquiries received by letter, telephone or visit from Canadians on external relations, including trade relations. The External Information and Creative Services Division determines the policies and activities that support the programs of public information undertaken by Canadian posts abroad and produces material in various forms for use by these on Canadian foreign policy and international trade, designed for the different media and in several languages. Some of the material is in readily available published form, as indicated elsewhere in this text. The International Exhibitions Division handles Canadian participation in world exhibitions and the circulation of special exhibits. It is responsible for the international promotion of EXPO 86 in Vancouver.

Manuals

- Film Manual

Classes of Records

Academic Relations
EA-290
Description: Information on awards, scholarships, fellowships and exchange programs offered by the Canadian government to nationals of certain countries; teaching, research and relations with foreign and Canadian academics and universities. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; exchange of persons; universities; education associations; awards, scholarships, fellowships; teaching, research and publications.

Arts Promotion
EA-300
Description: Information on the promotion of cultural relations between Canada and other countries. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; fairs and exhibitions;

cultural centres; cultural information; book presentations; libraries and literature; architecture; visual arts; performing arts; culture and history.

Cultural Policy
EA-310
Description: Information on Canada's multilateral relations with UNESCO and other international and regional organizations, sports presentations and international competitions. *Topics:* Policy and plans; reports and statistics; organizations and conferences; legislation and regulations; visits; exchanges of persons; sports presentations and international sports competitions.

Historical Information
EA-320
Description: Information on archival documents, studies on Canadian foreign policy and international issues, departmental history and data on Canadian representation abroad. *Topics:* Policy and planning; reports and statistics (country programs); organizations and conferences (access and briefing books); custody of oral history interviews (access authorization by person interviewed required); compilation and editing of state papers (Documents Series); and special publication projects.

Domestic Information and Services
EA-330
Description: Information on activities and materials used to inform Canadians about Canadian foreign policy, international relations and the Department's services, including trade promotion. *Topics:* Policy and plans; reports and statistics; organizations and conferences; conventions and agreements; visits; exchange of information; requests for information; press; publications and visuals; editorial services; distribution; technical equipment and supplies; External Affairs publications; official publications in Canada; non-governmental publications; newspapers; local press; news agencies and press associations; feature materials and visual materials; photographs, filmstrips and recordings; graphics; exhibits and displays; motion pictures; radio and television; T.V. films and tapes.

External Information and Creative Services
EA-340
Description: Information materials on Canada sent to other countries, including information on Canadian government policies and programs, and the development of international trade. *Topics:* Policy and plans; reports and statistics; conferences and seminars; visitors to Canada programs; requests for information; foreign press, External Affairs publications; exhibits and displays; films, recordings, transcripts, radio and television programs; promotion and publicity; timely information to posts; and celebrations of anniversaries and international events.

International Exhibitions
EA-350
Description: Information on liaison and representation at the International Bureau of Exhibitions in Paris and world exhibitions. *Topics:* Policy and plans; reports and statistics; organizations and conferences; visits; exhibits and displays.

Immigration and Social Affairs Bureau

Since April 1981, immigration to Canada has been the joint responsibility of the Canada Employment and Immigration Commission (CEIC) and the Department of External Affairs. The CEIC sets overall policy and administers the *Immigration Act* and the immigration program in Canada; the Department through this bureau coordinates the program abroad. The Immigration Affairs Division supervises immigration and refugee operations abroad. As explained above, the Programs Divisions in the geographic bureaus are responsible for the implementation of immigration programs in the countries of their regions. There are visa sections located in many Canadian missions abroad that handle the selection and processing of immigrants and non-immigrants.

The two Consular Divisions — Policy and Operations — are responsible for the protection of and assistance to Canadian citizens abroad who encounter difficulties. In a few countries, such as Mexico and Spain, there are honorary consuls in provincial cities to assist Canadians. There is contingency planning for emergency situations. Consular conventions and agreements have also been made with some countries. The Social Policy and Programs Division is concerned with refugees and humanitarian assistance and international aspects of social security, native rights and minorities.

Manuals

- Immigration Manual (Selection and Control)
- Manual of Consular Instructions

Classes of Records

Immigration Affairs
EA-360
Description: Information on matters relating to Canadian immigration services. *Topics:* Policy, plans and programs; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; adoption; asylum; employment authorizations; bonds and security deposits; briefs and submissions; citizenship; complaints; data system; death of immigrants; demography; education and training; enforcement; examinations; exclusion and removal; Federal-Provincial relations; identification and travel documents; illegal entry; marriage and divorce; military personnel; Minister's permits; posts and posts operations; recruitment and selection; convention refugees and designated classes; religious groups and sects; settlement; special events; terrorism; transportation; accommodation; repatriation of immigrants; emigration; research projects.

Consular Policy
EA-370
Description: Information on Canadian consular policy matters. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; extension of services abroad; social security plans; immigration and citizenship matters; inquiries and complaints; consular conventions and understandings; diplomatic and official visas; co-ordination of consular programs for posts abroad; consular training; honorary consuls; shipping and seamen; transfer of offenders; deportation; and travel industry.

Consular Operations
EA-380
Description: Information on Canadian consular operations. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; fee collection and control; services on behalf of other countries; services as a protecting power; registration of nationals; emergency evacuation; government benefits and services; assistance to nationals; assistance through local authorities; offences, arrests, detentions, conscription of Canadians abroad; merchant vessels and seamen, commercial aircraft and airmen, military personnel, veterans; social security; prisoners of war and civilian internees; death and estates, reunification of families; and visa registration.

Social Policy and Programs
EA-390
Description: Information on Canada's participation in international social and humanitarian activities; national and international health questions and refugee matters. *Topics:* Reports and statistics; organizations and conferences; visits; social development; studies and research; urbanism; manners and customs; welfare and services; social

problems; law enforcement; legal profession; religion; minorities and race relations; population; policy and plans; treaties and agreements; legislation and regulations; diseases; medical training and health services; medical profession; atomic radiation; research; hygiene and sanitation; physical fitness; food and drugs; refugee voluntary agencies; refugee centres; re-establishment and repatriation.

Federal-Provincial Co-ordination and Francophone Affairs Bureau

The Division for Federal-Provincial Co-ordination is responsible for developing policies and procedures whereby the international interests of the provinces are compatibly incorporated into the conduct of Canada's foreign relations. It seeks to co-ordinate the activities abroad of the federal and provincial governments and for this purpose maintains close contact with provincial officials. It co-ordinates provincial participation in international conferences in fields such as education. It is frequently involved in visits abroad by provincial authorities and by foreigners to the provinces.

The Francophone Affairs Division co-ordinates Canada's multilateral relations with French-speaking countries, especially through the Agence de coopération culturelle et technique (Agency for Cultural and Technical Co-operation). It also handles participation in French-speaking conferences on education and youth and sports, and provides liaison with non-governmental francophone associations.

Classes of Records

Federal-Provincial Co-ordination

EA-400

Description: Information on provincial involvement in international activities; provincial or federal-provincial implications for Canadian relations with foreign countries and groupings; the national unity issue as it affects Canada's foreign policy and international relations; provincial aid projects under CIDA; and visits abroad by provincial representatives as well as visits of foreign representatives to the provinces. *Topics:* Policy; surveys and reports; treaties and agreements; organizations and conferences; legislation; visits abroad of provincial personalities; foreign visitors to Canadian provinces; provincial representatives abroad; foreign representatives in Canadian provinces; implications for Canadian relations with other countries and groupings; agriculture; aid; consular affairs and visas; cultural affairs; economic affairs; finance and trade; education; health; human environment; immigration; information and public relations; labour; natural resources; science; social affairs; telecommunications and outer space; tourism; transportation; emergency plans; civil defence and NATO.

Francophone Affairs

EA-410

Description: Information on the multilateral aspects of Canada's relations with French-speaking countries; formulation and implementation of Canadian policy; co-ordination of the Canadian contribution to their aid programs; establishment and co-ordination of Canadian participation in various meetings of an official or semi-official nature; inter-governmental conferences; international associations and private organizations. *Topics:* Policy and plans; reports and statistics; treaties and agreements; orientation and development; admission and participation; attitudes of non-member countries; international conferences; secretariat; inter-governmental agencies and private associations; programs and activities; documentation and studies; aid and development; culture and information; science and technology; education and youth exchange.

Policy Co-ordination Branch

This branch consists of two bureaus -- for corporate management and for the co-ordination of government policy and operations — and the Policy Development Secretariat.

The Corporate Management Bureau

This Bureau is concerned with the overall planning and evaluation of the Department's operations and management, including the allocation of resources. It also includes the Senior Management Secretariat, which prepares a broad range of policy and administrative information for the deputy ministers and the ministers, and by extension the Department at large. The Secretariat serves principal committees of the Department. It is the co-ordinating centre for planning official visits abroad and by foreign representatives to Canada, and for representation at major international meetings. It provides the departmental liaison for parliamentary relations.

The Government Policy and Operations Bureau

This Bureau provides the secretariat for the Committee of Deputy Ministers on Foreign and Defence Policy. It co-ordinates the submissions to Cabinet and prepares assessment notes for the Cabinet Committee on Foreign and Defence Policy. It also manages the work plan of both the Committee and its Committee of Deputies (the Mirror Committee). The Cabinet Liaison Division ensures that the three Ministers of the Department receive full information and briefing on the international and departmental implications of submissions to Cabinet committees, including economic, regional and social developments.

The Defence Evaluation Group examines the implications of the defence budget and of National Defence policies. The Sector Policy and Co-ordination Division examines the allocation of funds of interrelated government departments and agencies with a view to co-ordination and the establishment of priorities in the use of resources.

The Policy Development Secretariat

The Secretariat is directed to provide advice to the senior management of the Department on medium and long-term policy and on new policy options and directions. It serves and reports to both the Deputy Minister for International Trade, who is also the Co-ordinator for International Economic Relations, and the Deputy Minister for Political Affairs.

Personnel Branch

The Branch, which is concerned with the whole range of human resources, is divided into three bureaus which handle the recruitment, training and development, staffing and service abroad, appraisal and promotion and remuneration of officers and administrative staff, as well as, to some extent, locally engaged employees abroad. Some of the personnel at headquarters is classified as non-rotational but many of the functions of the bureaus relate especially to the operations of the Foreign Service, such as assignment to missions and the conditions and compensation of service outside Canada. There is a Posting Briefing Centre to advise those going on foreign service. There is a division responsible for all aspects of the Department's official languages program; and another unit that handles training in foreign languages.

Manuals

- Personnel Administration — Appraisal and Promotion Systems
- Assignment Officers' Handbook
- Personnel Administration — Locally Engaged Staff

Administration Branch

The administrative machinery of the Department is designed to serve the Department in Ottawa and Hull and the missions throughout the world. The functions are performed by five bureaus.

The Passport Office

The Bureau issues passports to Canadian citizens in Canada. The main passport office is in Hull, which has a public counter. There is a public counter at the headquarters of the Department in the Pearson Building in Ottawa. There are 16 regional offices in Calgary, Edmonton, Fredericton, Halifax, Hamilton, London, Montreal, Quebec, St. John's, Saskatoon, Toronto, North York (Toronto), Vancouver, Victoria, Windsor and Winnipeg. Passport services are provided abroad at Canadian diplomatic missions and consulates.

The Passport Bureau also issues Certificates of Identity and United Nations Refugee Convention travel documents to non-Canadian legal residents and those currently living in Canada who are eligible to receive them.

Manuals

- Passport Office Administrative Procedures Manual

Classes of Records

Passport Bureau
EA-420
Description: Information on the issue of passports to Canadian citizens in Canada and abroad, Certificates of Identity and United Nations Refugee Convention travel documents. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; surveys and studies; information activities; public relations; legal affairs and services; citizenship; visa and travel; fee collection and control; passport accountability, application, eligibility, issue, validation and amendment, and categories; emergency certificates; certificates of identity; control lists; lost or stolen passports; denial of services; fraudulent activities; security precautions.

The Finance and Management Services Bureau

This Bureau directs the Department's accounting operations at home and abroad, helps in resource planning and analysis, including the preparation of the departmental budget, and handles a number of management services, including computer facilities and printing.

Manuals

- Manual of Financial Management
- Post Administration Diary

The Communications and General Services Bureau

This Bureau manages the records system at headquarters and advises on records management activities at posts. Among other services it gives support to the retrieval of records for the Department's obligations under the *Access to Information and Privacy Acts*. The Telecommunications Division provides a worldwide network for communications between government departments and agencies and representatives abroad. It operates the diplomatic courier services and a telephone program for missions abroad.

Library Services operates the main library on the ground floor of the Pearson Building for use by the Department and also professors, students and other researchers, both from Canada and abroad, who wish to study international relations. The resources include books, documents of international organizations, periodicals, newspapers and press clippings. There is an International Trade Data Bank, a system designed to provide detailed reports for use by potential Canadian exporters on trade flows between the larger trading countries.

Manuals

- The Records Classification Guide

The Physical Resources Bureau

This Bureau is responsible for the planning, provision and management of all Crown-held property and materiel that the Department provides in support of the government's integrated foreign operations. These include the acquisition and maintenance of embassy properties abroad.

Manuals

- Manual of Property Management
- Guidelines for Fire Safety at Post Abroad
- Manual of Materiel Management
- Property Management Technical Guides

The Management Review and Audit Bureau

This Bureau provides the Under-Secretary with independent appraisals of the appropriateness of departmental programs and activities and of the efficiency and effectiveness with which they meet objectives. The Management Review Division undertakes independent audits and evaluations of the operations at diplomatic and consular posts. It seeks to assist all levels of management abroad in the effective discharge of their responsibilities.

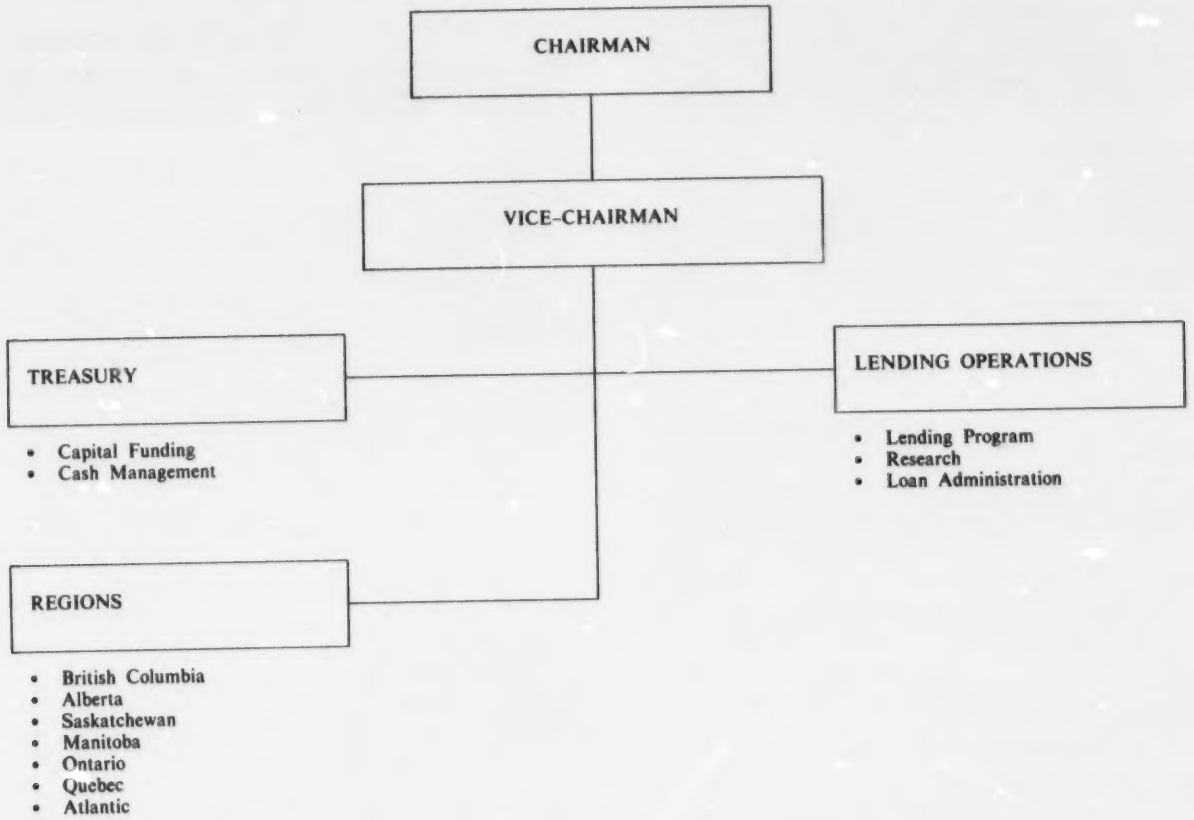
Manuals

- Handbook for Inspectors

Access to Information and Privacy

This Unit, headed by a co-ordinator, is responsible for the Department's compliance with the *Access to Information Act*, which provides access to information under the control of the Government of Canada and, with the *Privacy Act*, protects the privacy of individuals and provides individuals with a right of access to personal information about themselves. Requests for access to government records controlled by this Department are made to this Unit.

Farm Credit Corporation



ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
FARM CREDIT CORPORATION
434 QUEEN STREET
OTTAWA, ONTARIO
K1R 5A6
(P.O. BOX 2314, STATION D,
K1P 6J9)

Overall Responsibilities

The Farm Credit Corporation (FCC) is a federal Crown agency charged with the administration of the *Farm Credit Act* and the *Farm Syndicates Credit Act*. The objective of the legislation is to provide Canadian farmers with long-term credit programs that will ensure sufficient financial resources to permit the establishment and expansion of economically viable farm enterprises.

Laws and Regulations

- Farm Credit Corporation Legislation
- Related Federal Credit and Development Legislation
- Operations Control and Policy Development
- Conferences, Legal Counsel, General Administration
- Organization — Department of Agriculture
- Organization of the Corporation
- Policy and Procedures
- Committees
- H.O. Memoranda and Circulars
- Special Studies and Reports on Agriculture

Organization

In order to fulfil its mandate, the corporation has established a network of offices throughout the farming community in all ten provinces. Corporate headquarters is located in Ottawa. Seven regional offices, each having its own complement of district and field offices, service the agricultural community across the country. Regional boundaries correspond geographically with provincial boundaries, except for Atlantic Canada, where the four provinces are covered by a regional centre located in Moncton, New Brunswick. Nationally, the corporation has 111 offices to serve the farming public.

Corporate headquarters is organized into eight distinct component groups. These are composed of the chairman's office, lending operations, treasury, financial services, legal services, communications, corporate audit, and management services. Regions are functionally organized into a lending services group, including all field operations and a loan administration group.

The chairman is Chief Executive Officer of the corporation and is responsible for the supervision and direction of all work and staff of the corporation. The chairman presides at all meetings of the board of the corporation, executes instruments requiring his signature and performs all duties, and exercises all powers incident to his office, and any other duties and powers as may be assigned to him by the board or by statute.

The vice-chairman is a member of the board of the corporation and exercises all of the powers and duties of the chairman in his absence. As Chief Operating Officer, he directs all work and staff engaged in treasury, lending operations, and management services of the corporation and exercises all other powers and duties as may be assigned to him by the chairman or the board of the corporation.

Access Procedures

Formal requests under the *Access to Information Act* should be sent to

Access to Information Co-ordinator
Farm Credit Corporation
P.O. Box 2314
Postal Station D
Ottawa, Ontario
K1P 6J9
Telephone: (613) 996-6606

Classes of Records

Legislation, Organization and Policy
FCC-10
Description: Information on legislative drafts and amendments, organizational changes, policy development, and system procedures development. *Topics: Farm Credit Act* and *Farm Syndicates Credit Act* — interest rate and regulations; loans to Indians; small farm development; land transfer plan terms and conditions; operation control and policy development; acts and regulations amendments; conferences (general, regional and appraisal); policy and procedural manuals; annual reports; committees — general, advisory, policy standing agricultural and senior management; appeal boards; circulars; Task Force on Agriculture; agents and solicitors; management audits.

Lending Operations

This group directs, controls and advises on lending research, advisory and loan administration services, and special programs. It is also responsible for enforcement of the corporation's loan security in accordance with corporate policies.

Manuals

- Farm Credit Act — Policy and Procedures
- Farm Syndicates Credit Act — Policy and Procedures
- Loan Administration — Policy and Procedures
- Advisory Services — Policy and Procedures

Classes of Records

Farm Credit Act Lending Policy
FCC-30
Description: Policy directives, rulings and reports on the *Farm Credit Act* lending policy. *Topics:* Correspondence; guidelines; specialized enterprises; two-province loans; capital restrictions; low-income farmers; Indian loans; Department of Regional Economic Expansion (DREE), capital monitoring; eligibility; vertical integration; Hutterites and Mennonites; co-operatives; corporations; partnerships; security, production, marketing; purposes, amount, terms and conditions of loans; interest rates; appraisal fees; forms and procedures; loan monitoring; flood risk areas.

Farm Syndicates Credit Act Lending Policy
FCC-40
Description: Policy directives, rulings, reports and analyses on the *Farm Syndicates Credit Act* policy. *Topics:* Policy; correspondence; eligibility; purpose of loan; amount of loans; terms and conditions of loans; forms and procedures; operational analyses.

Farm Appraisal System and Benchmarks
FCC-50
Description: Correspondence, copies of reference material, requests for aerial photographs, and instructions on the corporation's appraisal system. *Topics:* Benchmarks and economic guides — British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Quebec, the Atlantic Region; aerial photographs; appraisals — other departments and agencies.

Farm Credit Corporation

Operational Staff Training
FCC-60
Description: Policy, instructions and general correspondence on operational staff training. *Topics:* Operational training policy; operational training — British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Quebec, the Atlantic Region; special training; appraisal training; case studies and demonstrations; appraisal courses (ASMRA); loan counselling and farm management. *Retrievability:* Files arranged by subject and province.

Advisory Services
FCC-70
Description: Information on Advisory Services policy, procedures, reports and meetings. *Topics:* Correspondence; supervision policy and procedures; CANFARM and farm accounting; CANFARM Advisory Committee.

Special Programs
FCC-80
Description: Policy, documentation, instructions, rulings, agreements and reports concerning the Land Transfer Plan, purchases and sales grants. *Topics:* Policy; correspondence; land transfer plan — operational policy, special credit eligibility, corporation purchase and resale to provinces, vendor grant eligibility, provincial agreements, forms and procedures; Small Farm Development Program — evaluation, National Advisory Committee, Co-ordinating Committee, Interdepartmental Committee. *Retrievability:* Files arranged by subject and province.

Research Policy
FCC-90
Description: Information on policy, meetings, farm management, projects, case studies and training. *Topics:* Canadian farm management committee; Canadian farm management sub-committee on research; Canadian farm management committee — training modules; financial management course.

Agricultural Statistics and Economics
FCC-100
Description: Statistical data, reports, forecasts, trends, related correspondence. *Topics:* Agricultural statistics and economics; economic and market outlook; agricultural statistics and economic data, 1981 census; interest rate trends; farm product prices; farm income and costs; forecasting on Farm Credit Corporation lending; land values; financial markets; financial instruments; quota values.

Research
FCC-110
Description: Research reports, studies, data and correspondence. *Topics:* Management assessment; farm size analysis; capital situation; production cost analyses; farm family living costs; special assignments; capital allocation and monitoring data; borrowers' age analysis; financial model study.

Statistical Information and Programs
FCC-120
Description: Statistical information, new program developments, listing of computer programs, loan summary and review coding, reports, summaries and correspondence. *Topics:* Coding instructions; time lapse analysis; solicitors' time; purpose of loans; appraisal; benchmark and budget analyses; national lending summary; application and appraisal workload; land transfer program; federal farm credit statistics; documentation; standing committee; advisory committee; retired and assumed loan analyses; characteristics of borrowers; interview log summary; National Appeal Board summaries; annual report; terminal, special reports; bankruptcies; branch appeal board reports; number of accounts; financial and lending data; selected statistics programs; special programs.

Technical Information
FCC-130
Description: Technical information and reports for subject areas not previously specified. *Topics:* Canadian Socio-economic Information Management (CANSIM); monthly and quarterly production runs — AGDATA (commodity prices, bond market).

Conferences
FCC-140
Description: Working papers, reports and correspondence on conferences. *Topics:* Research conferences — non-FCC; federal-provincial relations.

Projects and Reports
FCC-150
Description: Information on reports, marketing boards, and quotas; correspondence. *Topics:* Farm Survey Report: Study of Marketing Boards; study of credit for low income farmers; 1971 Arrears Analysis Report; Manitoba Survey; 1980 Farm Survey Report.

Financial Model
FCC-160
Description: Information on the financial model used to develop interrelated balance sheet, income statement and financial ratios; also statistics of other provincial and federal departments; financial model; credit.

Land Transfer Plan Loan Administration
FCC-170
Description: Information on policies and directives concerning the land transfer plan loan administration and the special farm financial assistance program; also correspondence. *Retrievability:* Files arranged by subject and province.

Farm Syndicates Credit Act
FCC-180
Description: Information on rulings, legal opinions, security, disbursement, identification and administration related to the *Farm Syndicates Credit Act*. *Topics:* Correspondence; policies; new loan documentation; loan administration. *Retrievability:* Files arranged by subject and province.

Farm Credit Act Loan Administration
FCC-190
Description: Information on policy, rulings, fire insurance, forms and procedures, disbursements, notices, statements, security, legal opinions, suspense and liaison related to administration of loans under the *Farm Credit Act*. *Topics:* Correspondence; policy; fire insurance; new loan documentation; retained funds; instalment notices; activity statements; retired and assumed loan documentation; collateral security; partial interest, surface leases and easements; legal opinions; suspense funds disbursements; liaison. *Retrievability:* Files arranged by subject and province.

Life Insurance
FCC-200
Description: Life insurance studies, tenders, operations, rulings, interpretation, reports and claims. *Topics:* Correspondence; life insurance program; Equitable Life, Metropolitan Life; life insurance reports; outstanding death claims. *Retrievability:* Files arranged by subject and province.

Ancillary Agreements
FCC-210
Description: Information on rulings, reports, directives, forms, procedures, contracts and instructions related to ancillary agreements. *Topics:* Correspondence; grazing leases; crop share agreement instalment postponements; advisory service agreements; waiver and consent; mortgage postponement; provincial interest rebates; monthly and

irregular payment schedules; marketing board agreements. *Retrievability:* Files arranged by subject and province.

Collections
FCC-220
Description: Information on collection matters including policies, directives, rulings, reports, instructions, legal procedures, statistics, taxes, acquisition and disposition of property, reports, analyses, estimates. *Topics:* Policies; correspondence; collection procedures; taxes on security; arrears reports; foreclosures, power of sale, quit claims; bankruptcies; legal action reports; recovery action summaries; forecasts of losses. *Retrievability:* Files arranged by subject and province.

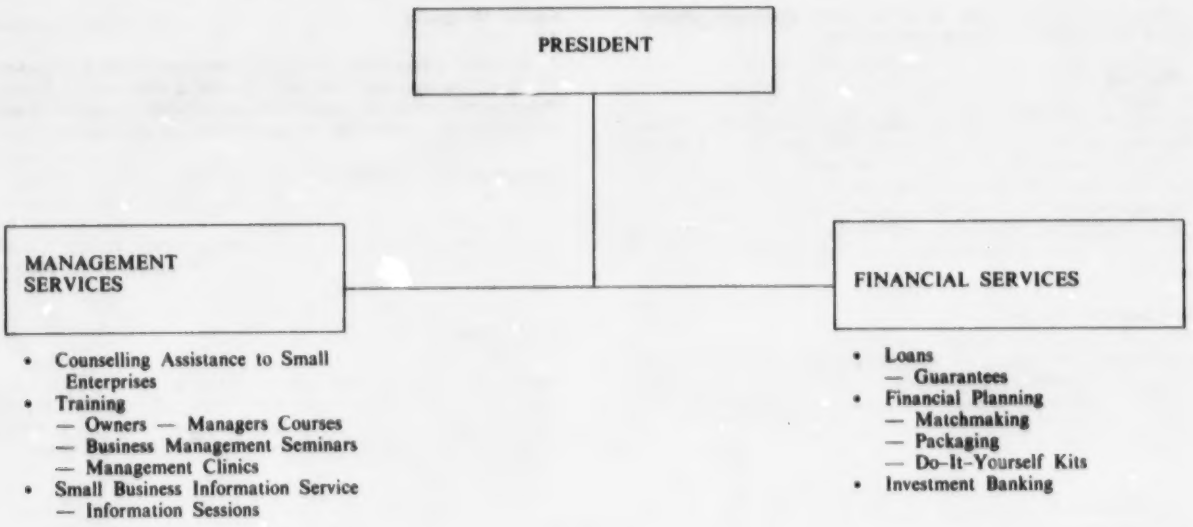
Real Estate Mortgages
FCC-230
Description: Information on directives, rulings, instructions and documentation concerning real estate security. *Topics:* Policies; correspondence; partial discharges; assumption of mortgage; exchange of security; leasehold and equity mortgage. *Retrievability:* Files arranged by subject and province.

Chattel Mortgages
FCC-240
Description: Information on chattel mortgage matters, including directives, rulings, legal actions, procedures and reports. *Topics:* Policies; correspondence; administration; monitoring; renewals and releases. *Retrievability:* Files arranged by subject and province.

Identification of Accounts
FCC-250
Description: Information on directives and reports concerned with the identification of accounts. *Topics:* Correspondence; change of field, district and geographic areas; change of address and account numbers.

Indian Loans
FCC-260
Description: Information on loans to native people, including directives, instructions, rulings and reports. *Topics:* Agreements, policies, administration; recoveries from the Department of Indian and Northern Affairs. *Retrievability:* Files arranged by subject and province.

Federal Business Development Bank



- Counselling Assistance to Small Enterprises
- Training
  - — Owners — Managers Courses
  - — Business Management Seminars
  - — Management Clinics
- Small Business Information Service
  - — Information Sessions

- Loans
  - — Guarantees
- Financial Planning
  - — Matchmaking
  - — Packaging
  - — Do-It-Yourself Kits
- Investment Banking

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
FEDERAL BUSINESS DEVELOPMENT
BANK
901 VICTORIA SQUARE
MONTREAL, QUEBEC
H2Z 1R1

Background

Federal Business Development Bank (FBDB) is a Crown corporation established by the *Federal Business Development Bank Act* of 1974. FBDB succeeds the Industrial Development Bank, which was established in 1944 to provide financial assistance to industry. The Federal Business Development Bank was created to promote and assist in the establishment and development of business enterprises in Canada by providing not only financial assistance, but also management counselling, management training, information and advice, with particular consideration to the needs of small businesses. FBDB provides the small business enterprise with a single source from which to obtain both financing and information suited to its particular requirements.

Organization

The FBDB has a network of branches across Canada organized into five regions: British Columbia and Yukon, Prairie and Northern, Ontario, Quebec, and Atlantic. It has regional offices in Vancouver, Winnipeg, Toronto, Montreal, and Halifax; its head office is located at

901 Victoria Square
Montreal, Quebec
H2Z 1R1
Telephone: (514) 283-5904

The regional offices provide guidance to branches with respect to the application of established FBDB policy and procedures. They also process financing applications for amounts exceeding branch limits. They are also charged with the responsibility for all management services activities in the region, and for ensuring that the general public within the region has access to the bank's information services, management training services, and management counselling services.

The branches provide financing, counselling information and management training services to small businesses located within their particular territory. Inquiries and applications for financing are received by branch personnel and processed in accordance with established policy and procedure. Branches are also responsible for the efficient operation of management services activities in their geographical area, and for ensuring that the general public has access to FBDB services.

Apart from its two operational functions, financial services and management services, the various departments at head office include the corporate secretariat, which is responsible for the Board of Directors and its committees as well as responses to Parliament; legal services, which provides legal advice to the Bank in connection with its specific program activities and support departments; planning, which is responsible for short- and long-term strategies, analysis of existing activities, and corporate development; public affairs, which is responsible for advertising and public relations to promote the role and activities of the bank; treasury, which is responsible for funding of corporate cash requirements, monitoring of cash flow, deposit and investment of corporate funds and interest rate forecasts; insurance, which is responsible for insurance related to loan security and corporate insurance; controller's, which is responsible for all accounting and the formal management information system; economics, which provides information on economic conditions and the impact of the bank's activities upon the economy; and inspection, which conducts periodic reviews of systems of internal control over FBDB operations.

Overall Responsibilities

Financial Services

FBDB acts as a supplemental lender providing funds by means of loans and equity financing to independent businesses that cannot obtain the funds elsewhere on reasonable terms and conditions. FBDB lends money for specific purposes and often caters to the needs of firms that may be either too small, too far from commercial centres, or too specialized to be able to attract the attention of conventional lenders. FBDB can accept as collateral a wide variety of assets such as real property, new or used machinery and equipment, and inventories (collateral that other financial institutions may not accept for legal or policy reasons).

FBDB's lending policy is flexible enough to structure financing in the manner appropriate to the business enterprise. Through its investment banking division, FBDB also can provide equity capital in addition to, or in place of, loans and guarantees. The services of this division include direct purchase of a minority ownership interest, underwriting of private placements, joint ventures, syndication of proposals to other venture capitalists and financial institutions, as well as assistance in mergers and acquisitions.

The bank's financial services are delivered to the public through its network of branches. Almost all lending decisions are made either at the branch, district or regional offices. Currently, proposals in excess of $400,000 must be approved at the head office or by the Board of Directors. FBDB evaluates each proposal on the basis of management calibre, earnings prospects, security, and the character and amount of investment by others.

On April 1, 1983, the bank established a new financial planning program that consists of three services; financial matchmaking, packaging and programmed do-it-yourself kits.

Management Services

The bank also provides services such as management counselling, management training, information and advice.

Management counselling, known as CASE (Counselling Assistance to Small Enterprises), is provided to supplement such services as may be available in the private sector. It is undertaken by successful retired business persons who receive assignments from CASE co-ordinators located in FBDB's offices across the country.

Management training is provided for small business in several forms, including owner-manager courses, business management seminars, management clinics and information sessions. Owner-manager courses are developed by the bank and distributed in collaboration with the departments of education in the provinces and territories; these courses are offered at community colleges across Canada. Business management seminars are offered by each branch of the bank on various management subjects. Joint seminars are also developed in co-operation with external associations. Management clinics are self-instructional programs combining workbooks with an audio-visual presentation available at each branch.

The Small Business Information Service (SBIS) provides business people with up-to-date information on federal and provincial government assistance programs. Inquirers approach the branch officer for information and are subsequently directed to the appropriate program representative. Small business management information is also offered to the public free of charge through a series of FBDB publications.

Access Procedures

Informal requests for information may be made directly to any branch, regional or head office.

Formal requests to FBDB pursuant to the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Federal Business Development Bank
901 Victoria Square
P.O. Box 6021
Montreal, Quebec
H3C 3C3
Telephone: (514) 283-3375

Federal Business Development Bank

Financial Services

Financial Services consist of two divisions: the loans division and the investment banking division.

Loans Division

This division establishes and oversees policies and procedures with respect to the provision of financial assistance to small- and medium-sized businesses. In addition, the division oversees the management of the bank's loan portfolio for the entire life of all accounts. Most financing is provided in the form of loans for such purposes as purchasing fixed assets, replenishing working capital, refinancing, and financing a change of ownership. Guarantees may be provided to other financial institutions to enable a business to obtain an adequate line of credit. Recently the division also established a financial planning program. This program offers three distinct services to small- and medium-sized business enterprises

— Do-It-Yourself kits on such topics as: arranging financing; forecasting and cash flow budgeting; analyzing financial statements; evaluating the purchase of a small business; credit and collection tips.

— Packaging, which involves the bank undertaking an analysis of business proposals and completing a report to be used by financial institutions and government agencies to properly assess the entrepreneur's application for funding.

— Financial matchmaking, which is a referral service whereby people with money available to invest are matched with business people seeking funds.

Manuals

- FBDB Circular Manual — policy and procedures for all departments of the bank
- Modules and resource books for Credit Personnel Training Program (CPTP) — provide a refresher or training course for existing and new personnel

Classes of Records

Reports
FBDB-10
Description: Activity reports prepared by Financial Services at head office, the regions and branches; include reports of accounts in arrears, equity investments, write-offs, and disbursements. *Topics:* Reports — head office, region and branches on accounts (over $400,000) in arrears more than one month; progressive reports; estimate of possible losses; equity investments report (monthly and semi-annually); summary of write-offs and review report; applications declined; report on operations; regional activity schedule; report analysis of accounts by category; report on loan authorizations; liability reports; loans partially disbursed; recoveries expected on accounts written off; monthly report on loans fully undisbursed and semi-annual investment return reports.

Policy
FBDB-20
Description: Information on FBDB lending policy and, in particular, its policy with respect to the availability of funds elsewhere, commitment and standby fees, prepayment indemnities, interest rates, and refinancing of funds. *Topics:* Availability of funds; change of ownership; types of business; commitment and standby fees; interest rates; refinancing; prepayment indemnity; working capital; credit bureaus.

Other Sources of Financing
FBDB-30
Description: Information on sources of financing other than that provided by FBDB. *Topics:* Federal and provincial sources of financing; chartered banks; insurance companies; sales finance and leasing companies; trust companies; venture capital companies; factoring companies.

Loans, Guarantees and Other Types of Financing
FBDB-40
Description: Information on submission and authorization procedures, disbursements and category classification, as well as policy, procedures and correspondence related to other forms of financing. *Topics:* Superseding and supplementary credits; closely related accounts; leasing; interim bridge financing; conditional sales contracts; joint and *pari passu* loans; disbursements; category classification and write-offs.

Loan Accounting and Processing System (LAPS)
FBDB-50
Description: Data base containing accounting and statistical information on FBDB loans, investments and guarantees. The initial data is entered from the loan authorization form and is continually updated through the administration of a customer account. *Topics:* Customer identification — name, address, branch, industry code, category code, zone code, loan information — type of loan, loan category, investment, guarantee, disbursement, payment and write-off information. *Storage Medium:* Computer disk or tape. *Retrievability:* Files arranged by customer number.

Accounts History File
FBDB-60
Description: Statistical information on all (past and present, dormant or active) loans, guarantees, investments and customer accounts since 1944. *Topics:* Account number; date authorized; geographical code; industrial code; original maturity date; actual maturity date. *Storage Medium:* Computer tape. *Retrievability:* Files arranged by customer number.

Dead Loan File
FBDB-70
Description: Statistical information on all loans. *Topics:* Account number; name; type of financing; zone codes; modifier; interest rate; statistical codes; authorization date; maturity date; gross authorized; net authorized and write-offs. *Storage Medium:* Computer tape. *Retrievability:* Files arranged by customer number.

Support Groups
FBDB-80
Description: Correspondence on support groups which provide analysis and research on credit submissions. *Topics:* Project Research Services; the Project Analysis Group, and Special Services.

Investment Banking Division

This division is responsible for all equity and venture capital financing, and its role is to act as a catalyst in stimulating the formation of risk capital for companies with high growth potential. It ensures that all proposals satisfy bank policy and are financially viable. This division assesses on a continuing basis the adequacy and suitability of investment policy and procedures and, when necessary, recommends changes.

Classes of Records

Investments and Venture Capital
FBDB-90
Description: Correspondence, policy, procedures, and records related to disbursement and monitoring of funds where there is an investment

or venture capital factor. *Topics:* Inquiries; submission and authorization procedures; policy and procedures on superseding and supplementary proposals; disbursements; monitoring of investments; underwriting; mergers; acquisitions and divestitures; arrears; category classification; write-offs.

Management Services Division

This division is responsible for promoting and assisting in the establishment and development of small business in Canada by providing management counselling, information services and management training.

Counselling Assistance to Small Enterprises (CASE) is responsible for ensuring that an effective, efficient and affordable counselling service is available to the small business community. The information services section ensures that all branches are kept up to date on federal government assistance programs and publishes booklets on small business topics. The management training section is responsible for developing and producing courses, seminars, clinics, workshops, and conferences aimed at improving the management skills of small business owner-managers.

Regional offices and branches are responsible for the efficient operation of all management services activities in their region or geographical area and for ensuring that the general public has access to FBDB's management counselling, information, and training services.

Manuals

- FBDB Circular Manual — policy and procedures of all departments of the bank
- Management Services Policy Manual — a description of the various activities and policies as they relate to a branch operational level
- Small Business Information Service Training Manual — a programmed learning device for introducing new management services personnel to the procedures of the Small Business Information Service
- CASE Co-ordinator's Operating Manual — a manual for the co-ordinator in each CASE office describing CASE policy and procedures

Classes of Records

Management Services
FBDB-100
Description: Basic administrative records of management services, including publicity for the various services, budgets, costs, and financial statements; reports and operating statistics for each activity, as well as miscellaneous information, copyright data, and correspondence with other organizations. *Topics:* Complimentary letters; correspondence related to publicity for information services; CASE and management training; budgets; operational plans; strategic overviews; accounting; auditors; sales taxes and systems development; activity reports — head office, regional and branch statistical reports, evaluations and related correspondence.

Management Counselling Service

This service counsels small business and persons about how to engage in small business in Canada through the facilities of the Counselling Assistance to Small Enterprises (CASE) program.

Classes of Records

Management Counselling
FBDB-110
Description: Information on policy matters governing the administration of CASE accounting procedures and related correspondence. *Topics:* Engagement of co-ordinators; contract administration; co-ordinator conferences; recruiting of counsellors in each region; engagement of outside consultants; legal liability of counsellors; type of assignments; counsellor training; accounting and administration records; and the history of CASE.

Information Services Section

This section operates for the public across Canada an inquiry and referral service about government assistance programs for small business. It also writes, publishes, and distributes to the public a continuing series of booklets on small business topics containing information and advice pertinent to small business. This service also holds information sessions and exhibits for the general public to publicize various assistance programs for small business, including FBDB's Financial and Management Services.

Classes of Records

Information Services
FDBD-120
Description: Information on the activities of information services including publications, Small Business Information Service, federal and provincial programs, industry studies, inquiries from the public, and exhibits. *Topics: Minding Your Own Business (MYOB)* series; *Small Business News;* industry studies; small business statistics; Small Business Information Service (procedures, training, information sessions and inquiries); *Small Business Week;* Business Management Award; trade show exhibit.

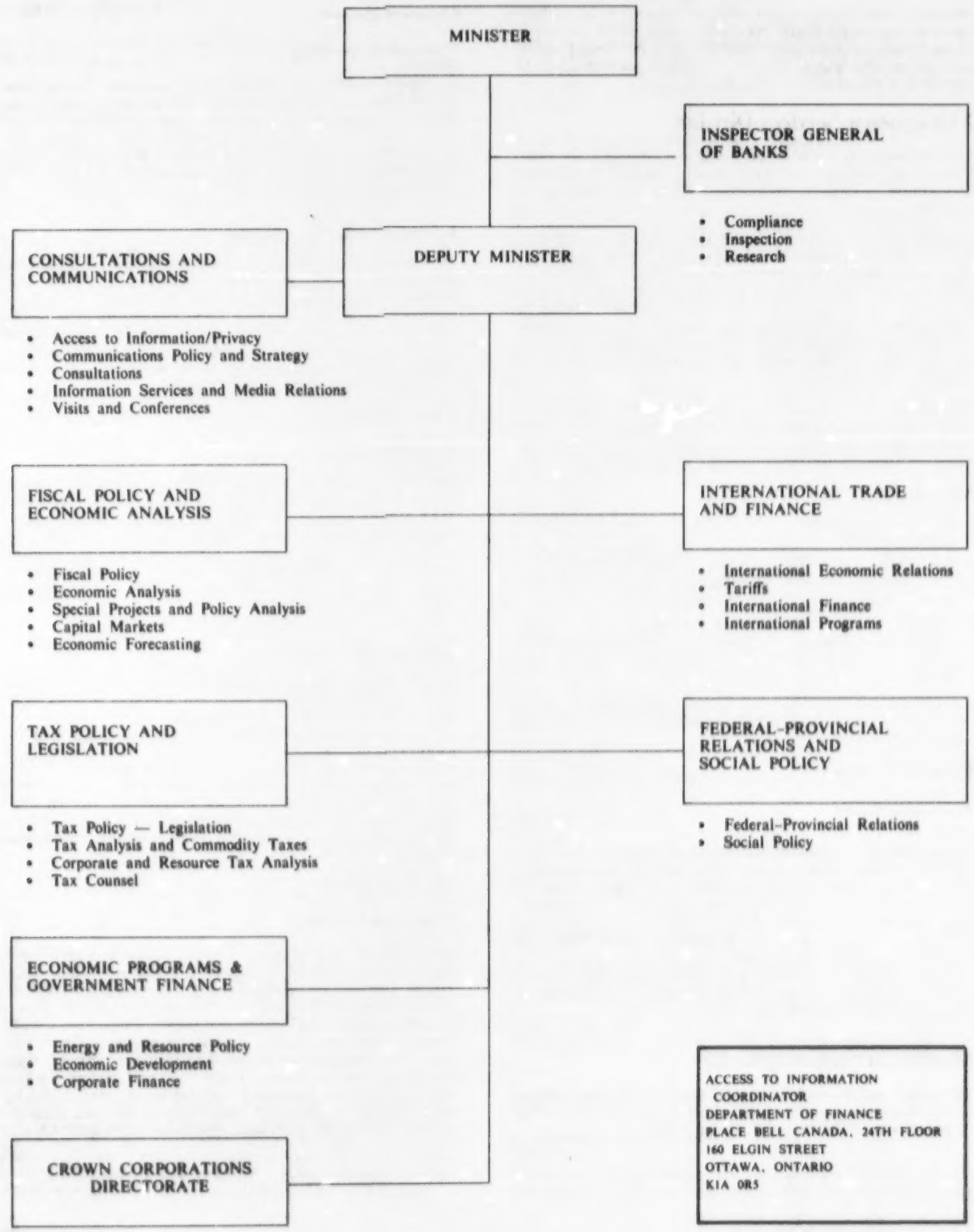
Management Training

This service presents to the general public a continuing program of small business, management seminars in cities and towns across Canada. In conjunction with business associations and small businesses, the service presents management seminars oriented to specific industries (joint seminars) to specific groups of business people. It also writes, publishes and distributes a series of adult education courses on small business management known as Owner-manager Courses to provincial and territorial ministries of education. In addition, it sponsors, organizes, and supports workshops, conferences, and clinics for the promotion of good management practices within small businesses.

Classes of Records

Management Training
FBDB-130
Description: Information on audio-visual aids, courses, federal-provincial conferences and relations, joint seminars with other organizations, seminars, management clinics, TV studio, Small Business Institute Program, Training the Trainers, management training workshops, research and development, graphic design. *Topics:* Audio-visual aids pertaining to joint seminars; management clinics; workshops; owner-manager courses and advertising; owner-manager course development and curriculum; FBDB provincial conferences; joint seminars with other associations or organizations; seminar development; management clinics; TV studio budgets, contracts, equipment purchases and rentals, production schedules; graphics department.

Department of Finance



Overall Responsibilities

The Department of Finance is the policy agency primarily responsible for advice to the government on the economic and financial affairs of Canada.

The Department deals with the performance of the Canadian economy in all important aspects — the growth and the sharing of output, employment and income, the stability of prices and the long-term development of the country. It is concerned with the harmony of all initiatives of federal departments or agencies which affect the economy. Finance is vitally concerned with trade, monetary affairs and other international forces bearing on Canada's domestic performance. The Department works constantly toward improved co-ordination of economic action between provincial governments and the Government of Canada.

This broad horizon of interest finds expression in the budget speech by the Minister of Finance. This core document of government policy plays a traditional role in reviewing the government's accounts and making proposals on both expenditures and revenues. In recent years, it has also provided an authoritative review of past, present and future economic factors affecting business and the nation's finances.

The Department analyses and appraises the economic situation and prospects in Canada and in other countries of interest to Canada; advises on fiscal and other economic policies and measures; recommends measures to meet the requirements of the government within appropriate fiscal policies, by action in expenditure, lending, taxation, borrowing and cash management; advises on matters concerning the balance of payments, exchange reserves, international monetary and financial arrangements, coinage and related matters; participates in international negotiations and other meetings on trade, finance, taxation, economic development and other subjects and makes contributions to international finance institutions; advises on federal-provincial fiscal and economic relations policies, carries on discussions with provincial authorities and administers the various statutory payments to provincial governments; administers statutes on guaranteed loans, the capital budgets and financing of Crown corporations and agencies.

In addition, the Minister has charge of the management and direction of the Consolidated Revenue Fund and the direction of all financial affairs of Canada not assigned by law to any other Minister.

Organization

The Department comprises six branches: Fiscal Policy and Economic Analysis; Tax Policy and Legislation; Federal-Provincial Relations and Social Policy; International Trade and Finance; Economic Programs and Government Finance and Consultations and Communication Branch. Each has divisions responsible for specific policy subjects.

The Minister of Finance also reports to Parliament on the activities of the Bank of Canada, the Anti-dumping Tribunal, the Tariff Board, the Department of Insurance Canada, the Inspector General of Banks and the Canada Deposit Insurance Corporation.

Access Procedures

All requests for information under the *Access to Information Act* should be addressed to:

Access to Information and Privacy Co-ordinator
Department of Finance Canada
Place Bell Canada, 23rd Floor
160 Elgin Street
Ottawa, Ontario
K1A 0G5
Telephone: (613) 992-6921

Inspector General of Banks

The Inspector General of Banks has the statutory responsibilities for the administration of the *Bank Act* and responsibilities under the *Quebec Savings Banks Act*. The Inspector General functions as the supervisory authority for banks and banking in Canada.

Manuals

- Manual of Reporting Forms and Instructions — This manual assists chartered banks in the preparation of reports for supervisory purposes.

Classes of Records

Inspector General of Banks
FIN-10
Description: Material on the dealings of the Office with other supervisory bodies at the federal, provincial, international and private sector levels. *Topics:* Inquiries; bank closures; Bank for International Settlements — Committee on Banking Regulations and Supervisory Practices; Bank of Canada — returns; Canadian Bankers Association; Canada Deposit Insurance Corporation — trust companies; Credit Unions and Co-operatives; Federal-Provincial relations; Government of Canada banking business; Royal Commission on Banking and Business.

Acts and Legislation
FIN-20
Description: Material on provincial legislation which affects the Office; also information on the *Quebec Savings Banks Act*, for which the Office has responsibility. *Topics:* Provincial acts and legislation; *Quebec Savings Banks Act*.

Bank Act
FIN-30
Description: Information on the two most recent revisions of the *Bank Act*. *Topics:* The *Bank Act* — administration, revisions of 1967 and 1980; regulations.

Chartered Banks
FIN-40
Description: Information on certain administrative sections of the *Bank Act*, practices of banks in specific activities and sectors, and complaints concerning banks. *Topics:* Amalgamations; appropriation for contingencies and income tax; auditors; by-laws; Canadian and foreign branches; complaints — accounts, cheques, deposits, loans, mortgages; customer services; incorporations; interest and discount rates; international returns; loans; signing officers; studies — accounting policies; supervision.

Chartered Bank Investments
FIN-50
Description: Material on the investments by banks in other enterprises in Canada and abroad. *Topics:* Canadian corporations — investments by banks; foreign corporations — bank investments.

Chartered Banks — Reports and Returns
FIN-60
Description: Financial or statistical returns filed by individual banks in compliance with reporting requirements. *Topics:* Assets and liabilities — foreign currency, geographical distribution booked in Canada, regional distribution; cash and secondary reserves; classification of loans; deposits in liabilities payable in Canadian currency; revenues and expenses; shareholders and shares held; consolidations; forms and instructions, monthly, quarterly, semi-annually, annually.

Chartered Banks — Securities
FIN-70
Description: Material on the holdings by banks of the securities of other companies and the issue of securities by banks. *Topics:* Debentures and term preferred shares; securities issued by the banks — prospectuses.

Computer Communications
FIN-80
Description: Material on the areas of computer communications which are of interest to the Office. *Topics:* Banks in data processing; payments systems.

Foreign Banks
FIN-90
Description: Information on the activities of foreign banks in Canada and the ability of Canadian banks to establish abroad. *Topics:* Non-bank affiliates — exemption orders; reciprocity and supervisory practices — United States; representative offices.

International
FIN-91
Description: Material on international financial and monetary systems, currency exchange, international funding systems, country risks and exposures, and international economic information. *Topics:* International exchange, funding and monetary systems; international financial situation/system; country risks/exposures; Organization for Economic Co-operation and Development (OECD).

Fiscal Policy and Economic Analysis Branch

In assisting the government to decide on and implement financial and economic policies and measures that will best accomplish its major economic and other objectives, the Branch analyzes and appraises the ongoing economic and financial situation and short and medium-term prospects in Canada, nationally, by province and by industrial sector, and the economic performance of other countries of interest to Canada; studies the fiscal position of the Government of Canada and recommends measures to meet its requirements within appropriate fiscal policies, through expenditure, lending, taxation, debt management and cash management; recommends debt management policies for agent Crown corporations; studies the fiscal position of provincial governments; and maintains liaison with the Bank of Canada in the areas of monetary policy and the foreign exchange market, as well as with the Office of the Inspector General of Banks and the Department of Insurance Canada concerning the regulation of financial institutions.

Fiscal Policy Division

The Division advises on fiscal policy and analyzes its effects on the economy; analyzes and forecasts the financial requirements of the Government of Canada (this includes responsibility for quantifying the fiscal forecast framework for the government's overall medium-term expenditure plan); and monitors and analyzes the developing fiscal positions of other levels of government. In addition, the Division reviews the form and content of the Public Accounts and other regularly published statements for which the Minister of Finance has responsibility under the *Financial Administration Act*.

Classes of Records

Fiscal Forecasting and Budgetary Analysis
FIN-100
Description: Information on federal government expenditure planning, the forecasting of the government's fiscal position, the fiscal implications of the federal budget and the government's main estimates drawn up in conjunction with the Treasury Board of Canada. *Topics:* Budgets; expenditures and estimates; fiscal forecasts; revenues and taxes.

Provincial and Local Government Forecasting and Analysis
FIN-110
Description: Information on the ongoing fiscal situation and prospects of the provinces and their local governments. *Topics:* Federal transfers to provinces; fiscal forecasts; inter-governmental fiscal relations; provincial and local fiscal situation and outlook.

Policy Analysis
FIN-120
Description: Information on economic impact studies of potential fiscal measures and the preparation of policy recommendations. *Topics:* Fiscal policy; policy simulation; cyclically adjusted budget balances; international fiscal comparisons; econometric models; macroeconomic theory and policy.

Anti-Inflation Board
FIN-130
Description: Information on the operations of the Anti-Inflation Board (AIB) from 1975 to 1979. It includes all files and material previously held by the Board, which was established under the *Anti-Inflation Act*. *Topics:* Chairman and Executive Office; communications; compensation — individual cases, audit files, projects, advertisements; economic research; prices and profits — individual cases, petroleum — policy introduction, professional incomes and regulated industries, resources and construction, technical information; professionals — individual cases — audit files, inquiries; minutes of board and agendas; records of decision. *Special Access Notes:* The AIB file classification is stored at the Public Archives Records Centre.

National Commission on Inflation
FIN-140
Description: Information on the operations of the National Commission on Inflation set up in 1979. It includes all files and material previously held by the Commission. *Topics:* Complaints; consumer bulletins; inquiries; Food Price Index; monitoring.

Capital Markets Division

This Division is responsible for the management of the public debt and the ways in which the government's cash requirements can be met through borrowing; providing advice on Treasury Bills, marketable bonds and Canada Savings Bonds; advising on capital markets, including the mortgage markets, the chartered banks and other financial institutions. It also examines monetary policy developments and analyzes their implications for fiscal policy and the economic outlook; examines international financial developments and their implications for the Canadian exchange rate and foreign borrowing; and develops financial models of the exchange market, domestic financial markets, interest rates and balance of payments.

Classes of Records

Capital Markets
FIN-150
Description: General information on the federal government's involvement in capital markets. *Topics:* Capital markets; the *Interest Act;* financial markets — equity markets; debt management; small loans.

Bonds and Securities
FIN-160
Description: Information on the development of policies on the issue and cancellation of government bonds and securities and the sale of Government of Canada Bonds and Treasury Bills. *Topics:* Bonds; cancellation of securities; Government of Canada Bonds; Perpetual Bonds 3% — 1936; securities deposit matters; treasury bills; wartime

loans and bonds. *Retrievability:* Information on specific Government of Canada Bonds is filed by date of issue.

Canada Savings Bonds
FIN-170
Description: General information on the development of policies on the sale and redemption of Canada Savings Bonds and specific issues of Canada Savings Bonds. *Topics:* Advertising; series; legal matters and claims.

Financing Abroad
FIN-180
Description: Information on the borrowing of money in other countries by the federal, provincial and municipal governments and by Canadian corporations. *Topics:* Government financing in Japan, the United States, Germany, and Switzerland; provincial, municipal and corporate direct and guaranteed financing bond issues — domestic and foreign.

Financial Institutions
FIN-190
Description: General information on Canadian financial institutions such as banks, investment companies and insurance companies, the development of policies on these institutions and the revision of the *Bank Act*. *Topics:* Chartered banks; *The Bank Act;* co-operative credit associations; insurance companies, legislation; investment dealers; mortgage corporations; sales finance and consumer loan companies; trust and loan companies; pension funds.

Bank of Canada
FIN-200
Description: Information on the administration, policies and programs of the Bank of Canada. *Topics:* Currency; director and officer appointments; financial matters; returns to the Minister of Finance.

Financial Developments
FIN-210
Description: General information on financial developments in Canada. *Topics:* Financial markets; personal sector; mortgage market; corporate sector; monetary policy.

International Financial Developments
FIN-220
Description: Information on the study of the past and present state of international financial markets with particular emphasis on American financial markets.

Financial Modelling
FIN-221
Description: Subject headings related to the various aspects of financial modelling and policy analysis for the Canadian and United States economies. In particular, these include data and material on macro policies, domestic and international financial flows and, financial models and forecasts for the two economies. *Topics:* Capital accounts; exchange rates; interest rates; money demand; monthly financial model; quarterly forecast system model; United States model; cash management; forecasts; policy research.

Special Projects and Policy Analysis Division

The Division undertakes research at the aggregate and sectoral level to assist in the development of economic projections and policy initiatives. The Division identifies and analyzes policy options to deal with major structural issues. It is also responsible for preparing projections on energy prices and investments.

Classes of Records

Long-Range and Structural Analysis
FIN-230
Description: General information on the work of the Division; forecasts and studies for the Department of Finance. *Topics:* Budgets; national unity; provincial programs; equalization; medium-term projections — assumptions; productivity; investment and savings; inflation; wages; population; labour force; unemployment; balance of payments.

Energy
FIN-240
Description: Forecasts and studies on the effects of policies, programs and initiatives in the energy sector of the economy and material gathered during their preparation. *Topics:* Financing; assumptions; investments; strategies; prices — world and domestic; pipelines; supply and demand.

Economic Policies
FIN-250
Description: Forecasts and studies on the effects of Canadian and foreign economic policies, programs and initiatives on Canada's economy and background material. *Topics:* Economic developments; regional economic programs; economic commissions, committees, conferences and meetings; economic indicators; strategies; competition policy; sectors of the Canadian economy; monetary policy; anti-inflation policies; Anti-Inflation Board; National Centre for Productivity.

Fiscal Policy
FIN-260
Description: Forecasts and studies on the effects of the federal government's fiscal policy and material gathered during their preparation. *Topics:* Decontrol; government spending; National Accounts; capital markets; fiscal framework; federal expenditures; revenue allocation.

International Affairs
FIN-270
Description: Forecasts and studies on the effects of Canadian and foreign initiatives in international trade and finance and material gathered during their preparation. *Topics:* Auto-Pact; balance of payments; imports and exports; Multilateral Trade Negotiations; commodity trade; foreign ownership; Organization for Economic Co-operation and Development (OECD); General Agreement on Tariffs and Trade (GATT); International Monetary Fund (IMF); senior economic advisers to the Economic Commission for Europe.

Social Policy
FIN-280
Description: Forecasts and studies on the effects of social policies, programs and initiatives in Canada and material gathered during their preparation. *Topics:* Immigration; Health and Welfare Canada; income distribution; pensions; interprovincial migration; community employment strategy.

Economic Analysis Division

The Division keeps the developing economic situation under review. It analyzes economic developments and prepares forecasts of production, employment, national income, consumption, capital spending, changes in the price level, the balance of payments and other major economic indicators. These analyses and forecasts are an essential ingredient of the view of policy for which the Branch is responsible. The Division also evaluates specific proposals and events often related to specific sectors or regions of the economy.

Classes of Records

Economic Analysis
FIN-290
Description: General information on analyses of past, present and future economic conditions in Canada. *Topics:* Associations, outside agencies; committees; budgets; conferences; private sector newsletters; fiscal and monetary policies; federal-provincial considerations; seminars.

United States Analysis Section
FIN-300
Description: Information on U.S. economic developments and their likely impact on Canadian trade and other important economic variables. *Topics:* Econometric models; private sector forecasts; business cycle analyses; model simulations and forecasts of Canadian trade and U.S. economic conditions.

Macro-Analysis Section
FIN-310
Description: Information and analysis of past and present economic conditions in Canada and forecasting of short and medium term quarterly performances of the Canadian economy. *Topics:* Consumer Price Index, inflation; economic assessment and review; government and foreign sectors; consumer credit; econometric models; model simulations; private sector forecasts; personal expenditures; business investments; housing; labour market; prices; costs and productivity; general economic conditions; national accounts; economic assessment and review; business cycles.

Regional and Sectoral Analysis
FIN-320
Description: Information on studies and analyses of past, present and future developments in specific sectors of the national economy and in provinces or regions of Canada. *Topics:* Federal-provincial relations; regional and sectoral analysis — provinces, regions, industries and sectors; labour market developments.

Economic Programs and Government Finance Branch

The Branch is responsible for encouraging the development of policies and programs for Canada's natural resources; providing advice on program and policy formulation in the areas of industrial, regional and economic development, transportation, communications, science policy, food, agriculture, fisheries and forestry; carrying on the financial operations of government; formulating policies on government loans, investments and guarantees; and recommending the budgets of Crown corporations for the approval of the Governor in Council.

Economic Forecasting Division

The Division is responsible for the co-ordination of the economic forecast, its preparation and presentation. It analyzes the economic situation in relation to the economic forecast and conducts both short-term and medium-term economic scenarios. The Division also co-ordinates the development of macroeconomic modelling, particularly as this relates to economic forecasting and analysis. The provision and maintenance of electronic data processing facilities for the Department is also managed by this Division.

Classes of Records

Economic Forecasting
FIN-321
Description: Information on the forecasting of the short-term quarterly performance of the Canadian economy. *Topics:* Econometric models; private sector forecasts; national accounts forecasts; personal expenditures; business investment; housing; foreign trade; labour market; prices; quarterly forecast model simulations and business cycles.

Macroeconomic Model Development
FIN-322
Description: Information on macroeconomic model development. *Topics:* Econometric modelling; consumption models; investment models; inventory models; trade models; balance of payment models; exchange rate models; expectations models; United States models; comparative models.

Data Processing and EDP
FIN-323
Description: Information on computer hardware and software systems in the Department, and technical aspects of computer systems development and model specifications. *Topics:* Computers, systems development; data processing; graphics; model development; operations.

Energy and Resource Policy Division

The Division examines proposals made by other government departments on a variety of energy and resource policies, including nuclear and hydro-electric energy, renewable energy, oil and gas, minerals, northern development and environment; evaluates their economic and fiscal impact and makes recommendations to the Minister of Finance on the potential public benefits of these proposals.

Classes of Records

Electrical Power
FIN-330
Description: Information on the development of policies on hydro-electrical power, electricity trade and specific projects. *Topics:* Lower Churchill Development Corporation projects.

Nuclear Power
FIN-340
Description: General information on electrical power generated by nuclear means: includes the *Atomic Energy Control Act* and Board, the Atomic Energy Advisory Panel, liability in case of accidents, building of nuclear reactors in Canada, sale of nuclear reactors and heavy water plants to foreign countries, production and sale of heavy water in Canada and construction of plants to produce heavy water in Canada. *Topics:* Atomic Energy Advisory Panel; domestic programs — projects; liability; exports and safeguards; heavy water — projects.

Conservation and Renewable Energy
FIN-350
Description: Information on policy initiatives and programs in the field of renewable energy and conservation.

Environment
FIN-360
Description: General information on the environment, including conferences, committees, material originating with Environment Canada, and all forms of air, industrial and water pollution; designation of sites as historically important, including documents on specific sites and on Heritage Canada; designation and administration of national parks; water as a Canadian resource; international negotiations and agreements between Canada and the United States on water resources; flood prevention measures; ocean resource management; and specific projects, committees and studies dealing with water management in all regions of Canada. *Topics:* Environment Canada; pollution — air, industrial, water, international, national, regional, municipal; land use; historic sites; national parks; international water management; International Joint Commission; national — *Canada Water Act*, research; regional: Atlantic, Central, Northern, Pacific, Prairie.

Minerals
FIN-370
Description: General information on mining and the production and marketing of minerals, including reviews, associations, missions to other countries, federal and provincial legislation, specific minerals, the sale of gold to the Royal Canadian Mint and agreements on the sale of uranium to foreign countries. *Topics:* Legislation; commodities; coal subsidies; gold — *Emergency Gold Mining Assistance Act*, financial matters, marketing; uranium production and sales.

Northern Development
FIN-380
Description: General information on all aspects of development in the Northwest and Yukon Territories and the extreme northern parts of provinces, including committees, native land claims, programs to Indians and Inuit and the establishment and maintenance of transportation systems. *Topics:* Advisory council, communications, Inuit and Indians, housing, land, scientific research; transportation: air, land, roads, railways, resource development, energy for Northerners.

Oil and Gas
FIN-390
Description: Information on oil and gas policy, including initiatives and legislation, federal-provincial negotiations, particular energy projects (e.g., tar sands plants, pipelines) and proceedings of intergovernmental and inter-departmental committees. *Topics:* National Energy Program; legislation — *Energy Security Act, Oil and Gas Act, Petroleum Administration Act;* National Energy Board Oil Export Charge approvals; financial performance of petroleum industry; Energy Program expenditures — energy envelope; Petroleum Incentives Program; Canada Oil Substitution Program; oil import compensation; federal-provincial energy relations, including Energy Agreements; oil and gas pricing; domestic oil and gas supply and demand; petrochemical industry; emergency planning; Petro-Canada; oil pipeline; gas pipeline; petroleum industry taxation; Canada-U.S. energy relations; offshore petroleum development; natural gas export policy; major investment projects in oil and gas.

Government Finance Division

The Division provides advice on policy formulation concerning loans, investments and guarantees by the government; recommends terms and conditions on government loans to Crown corporations and other borrowers and calculates interest rates designed to recover the government's cost of borrowing; carries out viability analyses of commercial projects recommended for loan guarantees and sets the terms and conditions under which the guarantee is to be extended; reviews and advises on capital budgets of Crown corporations and provides assistance to wholly owned corporations proposing to raise funds for capital projects in the private markets; participates in legislative proposals for creating new Crown corporations and advises on required financial provisions; participates in the development of government policy on the direction, control and accountability of Crown corporations; and is involved in the review of the financial structures of the Crown corporations and special financial problems of wholly owned corporations.

Classes of Records

Government Finance
FIN-400
Description: General information on the financial operations of the federal government, the management of the government's finances and the administration of certain funds for which the federal government is responsible. *Topics:* Public Accounts; receipt and deposit of public monies; signing authorities; Royal Commission on Banking and Finance; Special Purpose Money — Queen's Fellowship Fund, Inmate Trust Fund; trusts, estates and legacies; Supplementary Retirement Benefits Fund.

Canada Pension Plan Investment Fund
FIN-410
Description: Information on the administration of the fund set up to invest money in the Canada Pension Plan, including monthly status reports and correspondence with provinces.

Guaranteed Loans
FIN-430
Description: Information on programs under which the government guarantees the repayment of loans made to certain individuals, groups and companies. *Topics:* Canada Student Loans Plan; Farm Improvement Loans; Fisheries Improvement Loans; Indian Economic Development Fund; Small Business Loan Program; Veterans' Business and Professional Loans; *Regional Development Incentive Act* Program. *Special Access Note:* Files on specific individuals, groups or companies should be requested by name.

Economic Development Division

The Division provides advice on program and policy formulation of other departments in the areas of industrial development, regional development, transportation, communications, science policy, economic development, food, agriculture, fisheries and forestry.

The Division is also involved in inter-departmental policy reviews, consultations with the private sector, industry sector analysis and project and program evaluation, as well as the administration of existing programs through representation on inter-departmental or federal-provincial boards and committees.

Classes of Records

Economic Development
FIN-440
Description: General information on the development of sectors of the economy, including material on meetings of the Board of Economic Development Ministers. *Topics:* Board of Economic Development Ministers; Economic Councils — Economic Council of Canada; Tax Measures Review — reports, interim, final; computer communications — working groups; search-and-rescue; Cabinet Committee on Economic and Regional Development (CCERD).

Industrial Development
FIN-450
Description: General information on government programs set up to help in the development of the industrial sector of the economy and the impact and benefits of purchases of goods and services by the federal government. *Topics:* Committees, conferences and meetings; metric conversion; small businesses; technological innovation; government procurement — long-range patrol aircraft, sectors.

Industrial Development — Incentives Programs
FIN-460
Description: Information on specific incentives programs set up by the federal government to give financial or other assistance to private industries in order to encourage and facilitate their development. *Topics:* Development of pollution abatement technology; Enterprise Development Program — adjustment assistance, board, innovation assistance; General Adjustment Assistance Program — board, projects; Program for the Advancement of Industrial Technology.

Industrial Development by Sector
FIN-470
Description: Information on the development of certain sectors of industry and the federal government's efforts in encouraging this development. *Topics:* Aerospace — Canadair, Challenger Aircraft, De Havilland Aircraft of Canada Limited, DHC-7, short take-off and

landing (STOL) aircraft; automotive; chemicals; electrical and electronics; foodstuffs; forest products — pulp and paper; petrochemicals; shipbuilding — committees and task forces; textiles; tourism.

Regional Development
FIN-480
Description: Information on the development of various sectors of the economies of Canada's regions, such as tourism, resources and industrial, and specific programs such as the *Agriculture and Rural Development Act* and the Fund for Rural Economic Development. *Topics:* Incentives programs, *Regional Development Incentives Act*, Regional Development Incentives Board; General Development Agreements, Subsidiary Agreements. *Retrievability:* Information on sectors of the economies of specific regions or provinces is divided by sector, region and province.

Regulatory Policies
FIN-490
Description: Information on the development of regulatory policies. *Topics:* Competition; bankruptcies; copyrights; patents; trademarks.

Science
FIN-500
Description: Information on the development of policies on scientific activities in Canada and the federal government's programs for encouraging these activities. *Topics:* Committees; projects; Science Council of Canada.

Telecommunications
FIN-510
Description: Information on the development of policies on telecommunications, including radio and television, cablevision, licences, satellites and telephones. *Topics:* Radio and television; satellites; telephones.

Transportation
FIN-520
Description: Information on the development of policies on air, surface and marine transportation systems in Canada. *Topics:* Bridges; Canadian Transport Commission; civil aviation — airports, individual, Mirabel, committees; ferries; harbours and ports — commissions, construction, small craft harbours; highways and roads — Inter-departmental Highway Committee, safety, Trans-Canada Highway; Northumberland Strait Crossing; railways — companies, freight, passenger services; shipping — legislation, maritime code, Canadian Merchant Marine; urban transportation — assistance program.

Food Policy
FIN-530
Description: General information on the development of policy on the production, distribution and marketing of food in Canada.

Agriculture
FIN-540
Description: General information on the development of agricultural policies in Canada and the allocation of federal financial resources through certain programs. *Topics:* Conferences and information; race track betting; financial aspects; legislation; non-government organizations; resource allocation — Small Farms Development Program, Farm Credit Corporation, projects and programs.

Agriculture — Marketing
FIN-550
Description: Information on the development of policies on the programs and initiatives of the federal and provincial governments and of the private sector in the marketing of agricultural products. *Topics:* Agricultural products co-operative marketing; boards — national, Livestock Feed Board of Canada, Canada Wheat Board; boards — provincial; commodities — Canada's food systems, fruits, grains, vegetables.

Agriculture Stabilization and Support
FIN-560
Description: Information on the development of policies on the federal and provincial government's efforts to stabilize the revenues of farmers and the production, the cost of the production and price of agricultural products. *Topics:* Agricultural Prices Support Board; Canadian Dairy Commission; commodities — dairy products, grain, livestock; Stabilization and Support Crop Insurance — provincial programs.

Fisheries
FIN-570
Description: Information on the development of policies on the fishing industry in Canada, including the development of the industry, the marketing in Canada and abroad of fish products, the stabilization of fishermen's revenues, production, cost of production and price of fish products, and Canadian and international Acts and legislation. *Topics:* Development and production — Newfoundland; legislation; marketing and trade; stabilization and support — saltfish industry, groundfish, vessels and equipment; Kirby Task Force; Pearse Commission.

Forestry
FIN-580
Description: Information on the development of policies on the management, research and development, and all other aspects of the forest industry in Canada. *Topics:* Insect control; national airtanker fleet.

Corporate Finance Division

The Corporate Finance Division is the center of expertise within the Department of Finance for financial and micro-economic analysis of corporations in Canada. The Division monitors the financial health of corporate Canada, providing policy advice to the Minister of Finance on matters which are assigned by the Assistant Deputy Minister on an ad-hoc basis and which require substantial analysis by the Department itself. The Division provides expert assistance in financial analysis and evaluation in support of specific studies being led by other divisions in Finance or other departments. Finally, the Division monitors corporate activity in the Canadian financial markets and undertakes in-depth studies and related research.

To carry out its responsibilities, the Division is organized into three sections: Special Projects and Methods Development; Corporate Financial Analysis; and Financing Policy Evaluation. Since the Division's workload is highly variable in terms of both breadth and intensity, a considerable reliance is placed on expert consultants. A substantial part of the Division's work is in-depth analyses or evaluations resulting in research reports either with or without policy recommendations, depending on circumstances. Another responsibility of the Division is to maintain strong communication links with the corporate sector and the financial institutions at a working level. This is accomplished through the exchange of information concerning, and co-operation in, special studies as well as through regular consultation on current policy issues.

Classes of Records

Investment Advisors
FIN-590
Description: Information on liaison with the financial and business communities for corporate analysis purposes. *Topics:* Corporate rescue analysis; approaches to investment research; corporate early warning system; abnormal capital structures.

Companies
FIN-600
Description: Case studies of private and public sector projects. *Topics:* Analyses of assistance; monitoring systems; individual corporate appraisals; operating control guidelines.

Methodology
FIN-610
Description: Information on various approaches to analyze commercial and economic effects of government assistance to the private sector. *Topics:* Contingent claims; the Capital Asset Pricing Model; abnormal capital structures; domestic and international taxation; tax expenditures.

Crown Corporations Directorate

The Crown Corporations Directorate has been created to act as the focal point within the central agencies for the government's relations with Crown corporations, and as such is jointly managed by the Treasury Board Secretariat and the Department of Finance.

The Crown Corporations Directorate has been established through the integration of the resources responsible for Crown corporations activities in the Government Finance Division of the Department of Finance, and the Crown Corporations Division of the Treasury Board Secretariat.

This new Directorate is a "common service unit" for both the Treasury Board Secretariat and the Department of Finance with regard to Crown corporations. It reports jointly to the Assistant Deputy Minister, Economic Programs and Government Finance Branch, and to the Deputy Secretary, Program Branch, Treasury Board Secretariat.

The Directorate has primary responsibility for advising the President and the Treasury Board on the financial requirements of Crown corporations and their subsidiaries, and for the development of policy and legislation governing Crown corporations in general.

Specific responsibilities of the Directorate include: the provision of advice and recommendations to the President and the Treasury Board on estimates and other submissions to the Board on Crown corporations; the provision of advice and recommendations to the President and the Treasury Board on the Operating Budgets, Capital Budgets and Corporate Plans of Crown-owned corporations; the analysis of cabinet documents on Crown corporations, including the preparation of briefing material and recommendations for the President of the Board; the development of policy and, periodically, legislation on matters of general applicability to Crown corporations, such as control by and accountability to government, as well as methods and frequency of reporting; and the undertaking of special projects from time to time at the direction of Cabinet or the Treasury Board, such as the valuation of designated Crown corporations or the acquisition and disposition of such corporations.

Classes of Records

Crown Corporation and Agencies
FIN-611
Description: Information on the general administration, organization, programs, projects and financial management (budgets, estimates, financing of Crown corporations and agencies). *Topics:* Estimates; budgets; meetings; programs; administration.

Privatization
FIN-612
Description: Information on the privatization of Crown corporations. *Topics:* Administration; advisory board; Crown corporations to be privatized and authorities; financial advisors; minutes of meetings; progress reports; public reactions.

Inter-departmental Task Force on Crown Corporation Legislation
FIN-613
Description: Information on the ongoing analysis of Crown corporation corporate plans, capital and operating budgets, and the planning and implementation of new Crown corporation legislation. *Topics:* Inter-departmental Task Force on Crown Corporation Legislation — control, direction and accountability.

International Trade and Finance Branch

The Branch has primary responsibility within the Department for international trade, investment and economic co-operation; the Canadian Customs Tariff and other legislation governing imports; the international monetary system and Canada's balance of international payments, reserves and exchange rate; and international development assistance and export financing.

The Branch represents the Department in international finance and trade negotiations, in international organizations and in regional and sub-regional financial institutions.

International Economic Relations Division

The Division participates in the development of Canada's policies on international trade (including commodities), investment and economic co-operation. It provides advice on the effect of changes in the world trading environment on the Canadian economy and evaluates the trade implications of domestic economic policies and their impact on economic relations with other countries. It participates in the negotiation of bilateral and multilateral trade and economic arrangements with other countries and in trade and commercial policy work in international organizations. The Division is also responsible for legislation affecting countervailing and anti-dumping duties and safeguard measures, and it receives, reviews and makes recommendations on representations for changes in legislation governing imports.

Classes of Records

International Economic Relations
FIN-620
Description: General information on the conduct of international trade. *Topics:* Inter-departmental Committee on External Relations; international conferences, conventions and meetings; international fairs and exhibitions; bilateral trade and economic committees, conferences and meetings; industrial co-operation with Canada; economic sanctions; visits and tours; Ad Hoc Inter-departmental Committee on United States Economic Measures.

Foreign Ownership and Control in the Canadian Economy
FIN-630
Description: Information on the extent of foreign ownership and control in sectors of the Canadian economy and the development of policies in this area. *Topics:* Foreign ownership and control — industries; international policies.

International Organizations
FIN-640
Description: Information on the administration, operations and policies of international organizations dealing with international economic relations. *Topics:* United Nations Commission on International Trade Law; European Communities; Eurotom; European Free Trade Area; European Coal and Steel Community; European Economic Community; common markets; free trade areas; Community of Three; North Atlantic Free Trade Area; Organization for Economic Co-operation and Development (OECD) — administrative matters, financial matters, Financial Support Fund, general policy matters, committees and agencies; North Atlantic Treaty Organization (NATO) — agreements, conferences and meetings, committees, defence expenditures, international competitive bidding, Group of

Fourteen, financing, civil and military budgets, International Board of Auditors.

Agreements
FIN-650
Description: Information on the negotiations and the development of policies on international agreements between Canada and other countries, and between other countries. *Topics:* Automotive Agreement; cultural, defence, space research, air, shipping and miscellaneous agreements with other countries; miscellaneous agreements between other countries.

General Agreement on Tariffs and Trade (GATT)
FIN-660
Description: Information on the development of policies, negotiations, decisions, reports, meetings on the General Agreement on Tariffs and Trade (GATT). *Topics:* Articles of Agreement; GATT and United Nations Conference on Trade and Development (UNCTAD) Centre; administration; committees and conferences; Kennedy Round; 1973 Round.

International Trade
FIN-670
Description: General information on the conduct of trade between Canada and other countries. *Topics:* Trade of other countries; trade reports on other countries; trade with other countries; trade with individual countries.

Canada-United States — Oil and Gas
FIN-680
Description: Information on the development of policies on the importation and exportation of oil and gas between Canada and the United States. *Topics:* Petroleum leasing; mandatory oil import; West Coast Environmental Protection Agreement; strategic oil storage; Pipeline Treaty.

Special Import Measures
FIN-690
Description: Information on the importation of goods at less than their market value, or which may cause serious injury to domestic procedures. *Topics:* International anti-dumping; international countervailing duties; *Special Import Measures Act;* emergency surtaxes; Canadian Anti-dumping Tribunal, commodities; Canadian countervailing duties; low-cost imports; quota consultations; commodities — textiles, by country.

Other Import Measures
FIN-700
Description: Other information on the importation of goods into Canada, including information on the preferential treatment accorded to some countries, specific commodities, customs tariffs and duties and the government agencies which administer these tariffs and duties. *Topics:* International Commodity Group; Canadian customs; Canadian customs tariff; tariff board; generalized system of preferences — country files.

International Finance Division

The Division is responsible for international monetary and financial issues, Canada's relations with the International Monetary Fund, OECD matters, Canada's balance of payments, international reserves, the exchange rate and related matters.

Classes of Records

Balance of Payments
FIN-710
Description: Information on Canada's balance of payments. *Topics:* Reports; policies; capital flows, forecasts; United States.

Official International Reserves and Exchange Rate
FIN-720
Description: Information on official reserves, the external value of the Canadian dollar and associated policies. *Topics: The Currency and Exchange Act;* Official International Reserves; Exchange Fund Account; gold; Canadian dollar — reports; international financial and exchange markets.

International Monetary Fund
FIN-730
Description: Information on the administration, operation and policies of the International Monetary Fund and Canada's participation in it. *Topics:* Bretton Woods Institutions — annual meetings; policy; administration; directors; financial operations; facilities; gold, quotas; special drawing rights; interim committee; Group of Ten; international liquidity; publications and reports; relations with Canada and other countries.

International Energy Matters
FIN-740
Description: Information on the development of policies on international relations, projects and organizations dealing with energy. *Topics:* International energy conferences; International Energy Agency (IEA); Organization of Petroleum Exporting Countries (OPEC).

International Economic and Financial Relations
FIN-750
Description: General information on international economic and financial relations, including conferences and meetings. *Topics:* Financial relations with other countries; Canadian investments in other countries; foreign investment in Canada; economic summits; Bank for International Settlements; units of accounts.

Economic, Political and Statistical Reports
FIN-760
Description: Information on international economic and other activity, and miscellaneous financial information. *Topics:* Japan; United Kingdom; United States; political reports; statistical information; other countries.

Computer Records
FIN-770
Description: Econometric models and data on Canada's international economic relations. *Topics:* Econometric models; international competitiveness; exchange rates, including indices of effective exchange rates; international reserves; balance of payments data; financial data, including interest rates.

International Programs Division

The Division concerns itself with broad development assistance issues and policies, Canada's financial and policy interests in international financial institutions, such as the World Bank and regional development banks; and Canadian involvement in the United Nations and related organizations.

The Division is also responsible for advice and policy recommendations on financial matters related to developing and socialist countries, including balance of payments, support measures and debt rescheduling negotiations.

In addition, the Division co-ordinates the formulation of departmental policy proposals on export financing, with particular reference to the activities of the Export Development Corporation (EDC), Canadian Commercial Corporation (CCC), credit grain sales and other programs of financial support to Canadian exporters. The Division is also responsible for Canadian participation in the OECD Export Credits Arrangement.

Classes of Records

International Programs
FIN-780
Description: General information on programs and events in other countries. *Topics:* Allocation strategy — atomic energy programs, military and defence; Conference on International Economic Co-operation; multi-lateral debt rescheduling; Paris Club.

Canadian Development Assistance
FIN-790
Description: General information on the financial programs and other developmental assistance given to foreign countries by Canada and the federal government agencies that administer these programs. *Topics:* Bilateral and multilateral allocations; Canadian International Development Agency (CIDA); Canadian International Development Board; committees; conferences and meetings; energy crisis and aid; financing; private sector; reviews.

Canadian Development Assistance Programs
FIN-800
Description: Information on the Canadian government's programs of developmental assistance to specific foreign countries. *Topics:* Africa — Commonwealth, francophone; Caribbean; export market development; Latin America; Middle East; South and Southeast Asia — Association of Southeast Asian Nations, India; South and Southeast Asia — Pakistan, projects.

British Commonwealth Relations
FIN-810
Description: Information on the administration, programs and policies of the British Commonwealth and its organizations and the Canadian government's position on these policies and programs. *Topics:* Commonwealth; committees; developmental assistance; Commonwealth Fund for Technical Co-operation; meetings and conferences of officials; meetings — heads of government, ministers, finance, food production and rural development, trade and economic; Commonwealth organizations; Commonwealth Secretariat — administration, committees, education, education liaison, finance; Commonwealth Telecommunications Council — world development.

Export Development
FIN-820
Description: Information on the administration, policies and programs of the Export Development Corporation, set up by the federal government to facilitate and develop trade between Canada and other countries. *Topics:* Export Development Corporation; board of directors; committee of directors; countries; financing — long-term export, projects; insurance and investment; Nuclear Power Projects Committee; postwar loans and guarantees — countries, China; practices of other export credit institutions.

International Financial Institutions
FIN-830
Description: General information on the administration, policies and programs of international financial institutions and the Canadian government's position on their policies and programs. *Topics:* International Centre for Settlement of Investment Disputes (ICSID); multilateral projects.

International Financial Institutions — Individual Institutions
FIN-840
Description: Information on the administration, policies and programs of individual institutions and the Canadian government's position on these policies and programs. *Topics:* African Development Bank (AFDB); African Development Fund (AFDF); Asian Development Bank (ASDB); Asian Development Fund (ASDF); Caribbean Development Bank (CDB); Inter-American Development Bank (IDB); International Bank for Reconstruction and Development (IBRD); International Development Association (IDA); International Finance Corporation (IFC).

International Organizations
FIN-850
Description: Information on the policies, programs and reports on the activities of international organizations and the Canadian government's position on their policies, programs and reports. *Topics:* Intelligence reports — Africa, Caribbean and Latin America, Eastern Europe and Union of Soviet Socialist Republics, Middle East, non-Communist Europe, Southern Asia, Southeast Asia; International satellite communications; Organization of American States (OAS) — conferences and meetings.

Military Assistance
FIN-860
Description: Information on the development of policies on the provision of military assistance, including training and material, to foreign countries and the administration of programs to provide this assistance. *Topics:* Overseas sales of defence equipment; programs.

Multilateral Co-ordination of Aid and Financing
FIN-870
Description: Information on international programs and projects to furnish financial and other help to countries to develop their industries and resources. *Topics:* Development assistance programs — Colombo Plan, inter-governmental groups, Mekong Committee, United States of America; Organization for Economic Co-operation and Development (OECD) — Development Assistance Committee (DAC), Development Centre, meetings, private flow, programs, working parties and groups, Export Credits and Credit Guarantees (ECCGs), documents; OECD export credit arrangement.

United Nations
FIN-880
Description: Information on the administration, policies and programs of the United Nations and the Canadian government's position on these policies and programs. *Topics:* Economic Commissions — Europe, committees; United Nations General Assembly committees — ad hoc, economic and social, Fifth Administrative and Budgetary — sessions; United Nations High Commissioner for Refugees (UNHCR); International Economic Order; Law of the Sea and Ocean Dumping Convention; peacekeeping operations; programs; United Nations Secretariat; Security Council; specialized agencies; financial operations.

United Nations Agencies
FIN-890
Description: Information on the administration, policies and programs of the agencies of the United Nations and the Canadian government's position on these policies and programs. *Topics:* United Nations Conference on Trade and Development (UNCTAD) — administration, committees and conferences, financial operations; UNCTAD Trade and Development Board — Permanent Committee, sessions, transfer of technology; United Nations Development Programs (UNDP) — administration, financial operations, Governing Council; Economic and Social Council (ECOSOC) — commissions; ECOSOC committees — Standing, Science and Technology; ECOSOC subsidiary bodies — Trans-national Corporation; United Nations Educational, Scientific and Cultural Organization (UNESCO); United Nations Environmental Program (UNEP) — Governing Council; Food and Agricultural Organization (FAO): administration, committees, conferences and meetings, Council, financial operations, publications; United Nations Fund; United Nations Fund for Africans; United Nations Fund for Drug Abuse Control (UNFDAC); United Nations Fund for Population Activities (UNFPA); United Nations Industrial Development Organization (UNIDO) — administration,

conferences and meetings, Industrial Development Board; Intergovernmental Maritime Consultative Organization (IMCO): administration, committees; International Atomic Energy Agency (IAEA) — administration, conferences and meetings, financial operations, nuclear power; United Nations International Children's Emergency Fund (UNICEF); International Civil Aviation Organization (ICAO); International Fund for Agricultural Development (IFAD); International Labour Organization (ILO) — administration, conferences, financial operations, governing body, programs; International Telecommunications Union (ITU); Pan-American Health Organization (PAHO); United Nations Relief and Works Administration (UNRWA); Universal Postal Union (UPU); World Food Program (WFP) — committees; World Health Organization (WHO) — administration, financial operations; World Health Assembly; World Meteorological Organization (WMO) — administration; World Tourism Organization (WTO) — transformation.

Tariffs Division

The Division investigates, conducts economic assessments and reports on proposals for amendments to the Customs Tariff and related matters, such as customs valuation and surtax. It prepares references to the Tariff Board and, reviews and makes recommendations on reports made by the Board. It participates in international trade negotiations. It reviews and makes recommendations on proposals affecting Canada's commitments under the General Agreement on Tariffs and Trade (GATT), and related agreements to the extent they relate to the tariff, its bilateral trading arrangements, the Generalized System of Preferences for developing countries and various customs conventions and agreements.

Classes of Records

Tariffs
FIN-900
Description: General information on the development of policies on customs tariffs and trade, including acts, legislation and agreements. *Topics:* Bilateral trade agreements; surtaxes, drawbacks; preferences for developing countries.

Budgets
FIN-910
Description: Information on the preparation of the tariff content of federal budgets, including reports on requested rate changes and the drafting of legislation.

Canadian Tariffs and Trade Committee
FIN-920
Description: Information on briefs presented to the Canadian Tariffs and Trade Committee by all interested Canadian groups and, agenda and minutes of committee meetings.

General Agreement on Tariffs and Trade (GATT)
FIN-930
Description: Information on the preparation of detailed positions on tariff matters, customs valuation and to the conduct of negotiations on multilateral and bilateral trade issues under the GATT. *Topics:* Multilateral and Bilateral Trade Negotiations; consolidations of, rectifications and modifications to Canada's GATT schedule on tariff bindings.

Tariff Board
FIN-940
Description: Information on the review of recommendations made by the Board in its reports to the Tariff Board proceedings and to briefs submitted by the private sector.

Tariff Items
FIN-950
Description: Information such as representations from industry for specific changes in rates of duty for individual tariff items or classes of items.

Federal-Provincial Relations and Social Policy Branch

The Branch is responsible for providing policy advice on federal-provincial fiscal arrangements and social policy programs. It also administers certain programs of assistance to provinces.

Federal-Provincial Relations Division

The Division is responsible for providing policy advice on federal-provincial fiscal arrangements, including joint occupancy of tax fields, revenue sharing with other levels of government, conditional and unconditional transfers to provincial and municipal governments, fiscal harmonization and inter-governmental taxation. The Division is responsible for the negotiations, development of legislation and administration of the fiscal equalization program, provincial revenue stabilization program, reciprocal taxation, the income tax collection agreements and other transfer payments to provinces; it is partially responsible for administering the established programs financing arrangements.

Classes of Records

Federal-Provincial Relations
FIN-960
Description: General information on federal-provincial relations and topics not covered in specific classes of records. *Topics:* Royal Canadian Mounted Police; provincial revenue stabilization; official languages; the Constitution of Canada — committees; inter-governmental liaison for fiscal and economic matters; national unity; implementation of the Multicultural Policy; Subcommittee on Joint Programs.

Fiscal Arrangements
FIN-970
Description: Information on the negotiations leading up to fiscal arrangements for programs such as revenue guarantee, tax rental agreements, equalization, established program financing and tax collection agreements between the federal and provincial governments; the fiscal arrangements and the tax collection agreements themselves; and the subsequent administrative duties. *Topics:* The 1947 Tax Rental Agreements; 1952 Tax Rental Agreements; 1957 Tax Sharing Agreements; 1962 Equalization and Tax Collection Agreements; revenue guarantees; 1967 Equalization and Tax Collection Agreements; 1972 Equalization and Tax Collection Agreements; 1977 Equalization and Tax Collection Agreements; 1982 Equalization and Tax Collection Agreements.

Equalization
FIN-980
Description: Information on the development and implementation of formulae for the equalization of provincial revenues. *Topics:* Formulae (1967-72); Formulae (1972-77); Formulae (1977-82); Atlantic Provinces Adjustment Grants.

Established Programs
FIN-990
Description: Information on certain aspects of established programs such as Quebec Youth Allowances, Contracting-out and others. Information on the main components of this program, namely medical, hospital insurance and post-secondary education, is to be found under other classes. *Topics:* Quebec; financing.

Education
FIN-1000
Description: Information on federal-provincial shared cost programs for post-secondary education. *Topics:* Post-secondary — associations, financial assistance and grants, fiscal transfers, studies; student aid.

Conditional Grants and Shared-Cost Programs
FIN-1010
Description: Information on conditional grants and programs where the cost is shared by the federal and provincial governments, such as those provided under health financing agreements.

Unconditional Grants and Transfers
FIN-1020
Description: Information on grants and transfers of funds without conditions from the federal to the provincial governments. *Topics:* Confederation Debt Payments; *Public Utilities Income Tax Transfer Act* (PUITTA).

Conferences, Committees and Meetings
FIN-1030
Description: Information, such as agendas, briefing material, background papers, summary notes of discussions and statements on conferences, committees and meetings pertaining to federal-provincial relations. *Topics:* Continuing Committee on Fiscal and Economic Matters; Continuing Committee Subcommittees — economic and financial data, income tax allocation formula, inter-governmental taxation, equalization, fiscal arrangements; first ministers; health; interprovincial; ministers of finance and provincial treasurers; welfare.

Expenditure Reductions — 1978
FIN-1040
Description: Information on the federal government's 1978 program to modify its contribution to certain shared-cost programs.

Federal-Municipal Relations
FIN-1050
Description: Information on relations between the federal government and municipal authorities. *Topics:* Grants in lieu of real estate taxes; National Capital Region; Municipal Development and Loan Board; Municipal Improvement Assistance.

Halifax Relief Commission
FIN-1060
Description: Information on the commission set up to administer the funds set aside for the victims of the 1917 explosion in Halifax.

Northwest and Yukon Territories Financial Matters
FIN-1070
Description: Information on financial negotiations and agreements between the federal government and the territorial authorities on financial and taxation matters.

Offshore Mineral Rights
FIN-1080
Description: Information on the question of ownership of minerals under the ocean, including Canada Oil and Gas Permits, continental shelf boundary and the sharing of revenues.

Miscellaneous Provincial Matters
FIN-1090
Description: General information on programs and activities, not involving the federal government, within each province such as provincial budgets, estimates and legislation.

Regional Allocation
FIN-1100
Description: Information on the allocation of funds for certain projects in various regions of Canada, including proposals for federal-municipal equalization and contributions under such programs as the Community Services Contributions Program. *Topics:* Public finance.

Succession Duties and Gift Tax
FIN-1110
Description: Information on the estate and gift taxes collected by the federal government on behalf of the provincial governments and the federal-provincial agreements on this subject prior to 1972.

Taxation
FIN-1120
Description: Information on federal-provincial taxation issues, including mechanisms by which the federal government pays its portion of provincial taxes. *Topics:* Corporation Income Tax; oil and gas; sales tax.

Inter-governmental Taxation
FIN-1130
Description: Information on the taxation of one government by another and the payments of grants in lieu of taxes. *Topics:* Reciprocal taxation by the provinces; conferences, committees and meetings; motor vehicle taxes.

Social Policy Division

The Division is responsible for providing advice on policy and program development in the fields of manpower and employment, income security and socio-economic programs. The Division provides advice on the social, economic and fiscal implications of such policies and programs. Manpower and employment policies include job creation, manpower training, unemployment insurance, minimum wage, labour standards, disadvantaged groups, immigration and labour market adjustments. Income security policies include pensions for elderly, children's benefits and social assistance. Socio-economic policies relate to housing, natives, health, education, culture, recreation, communications, human rights, status of women and research grants.

Classes of Records

Manpower Policy
FIN-1140
Description: General information on the development of policy in the area of manpower programs.

Employment and Unemployment
FIN-1150
Description: Information on the development of policy on employment and unemployment, and programs pertaining to these two areas. *Topics:* Federal-Provincial Employment Loans Program; Local Initiatives Program (LIP); Special Development Loan Fund; winter programs; Winter Capital Projects Fund; Employment Tax Credit.

Labour
FIN-1160
Description: Information on the development of policy on labour standards, the labour force and labour-management relations. *Topic:* Transportation strikes.

Occupational Training
FIN-1170
Description: Information on the programs set up for the training of workers. *Topics:* Adult occupational training; technical and vocational training.

Wage Standards
FIN-1180
Description: Information on wages in the private and public sectors on topics such as fair wages, minimum wages and wages of Members of Parliament.

Social Development Programs and Policies
FIN-1190
Description: General information on the development of social policies, committees and meetings on the subject, envelope expenditures and programs not covered under specific classes.

Tax Transfer Integration Task Force
FIN-1200
Description: Information on a task force set up in 1976 to examine the feasibility of integrating into the tax system existing federal government transfer payments to individuals. The task force submitted its report in 1978.

Health
FIN-1210
Description: Information on the development of policies on health programs. *Topics:* Drugs; sports.

Immigration
FIN-1220
Description: Information on the development of policies on immigration and refugees.

Native Peoples
FIN-1230
Description: Information on the development of financial policies dealing with native peoples.

Liaison with Other Federal Departments
FIN-1240
Description: Information on the development of policies and legislation that are the responsibility of other federal departments. *Topics:* Department of Justice Canada — legislation; Secretary of State; Solicitor General Canada.

Urban Affairs
FIN-1250
Description: Information on the development of policies on urban affairs, including housing, federal land management, and the federal urban domain.

Welfare
FIN-1260
Description: Information on the development of policies and the administration of programs pertaining to welfare, social security and veterans' affairs.

Women
FIN-1270
Description: General information on the development of policies on women and specific information on women's groups and the Royal Commission on the Status of Women.

Pensions
FIN-1280
Description: Information on the development of pension policies. *Topics:* Members of Parliament pensions; pension reform; public service pension plans; Canada Pension Plan financing — survivors, disability, retirement; *Pension Benefit Standards Act*.

Northern Development
FIN-1290
Description: Information on the development of social policies in the North.

Culture
FIN-1300
Description: Information on the development of cultural policies.

Income Security
FIN-1310
Description: Information on the retirement and family benefits systems. *Topics:* Retirement Benefit System — Old Age Security, the Guaranteed Income Supplement and Spouses Allowance; Child Benefit System — Family Allowance, Child Tax Credit and Child Tax Exemption.

Unemployment Insurance
FIN-1320
Description: Information on the development of unemployment insurance policies.

Expenditure Management
FIN-1330
Description: Information on federal expenditures on social programs.

Tax Policy and Legislation Branch

The Branch undertakes analysis of, and makes recommendations on tax policy, and is responsible for maintaining a tax system that raises revenues and targets incentives to meet the government's goals.

The Branch consists of the Tax Analysis and Commodity Tax Division, Corporate and Resource Tax Analysis Division, Tax Policy-Legislation Division and Tax Counsel Division. The divisions are responsible for assessing tax policy implications, but from different perspectives. Many of the files contain material from all four divisions and are therefore listed collectively below.

The Branch is not responsible for the actual collection of taxes or the interpretation of tax law.

Tax Policy-Legislation Division

The Division analyzes particular income tax related issues applicable to persons, corporate entities and tax-exempt entities and, provides advice and recommendations for changes in federal tax legislation other than sales and excise tax law, with particular emphasis on the commercial and legal implications of proposed changes, and analyzes proposals for tax changes submitted by all sources.

This Division is also responsible for preparing tax legislation other than sales and excise tax laws, and aiding the Minister in guiding its passage through Parliament.

Tax Analysis and Commodity Tax Division

The responsibilities of the Division include economic and quantitative analyses of federal tax policies in the areas of personal income tax, international tax, sales and excise taxes, and policies of all other levels of government that have an impact on the tax system.

The Division is also responsible for preparing sales and excise tax legislation and aiding the Minister in its passage through Parliament.

Tax Counsel Division

The Division consists of lawyers from the Department of Justice who provide a range of legal services to the Tax Policy and Legislation Branch covering all aspects of income taxation. Its responsibilities

include the drafting of the amendments to the *Income Tax Act* and related statutes as well as the giving of advice and legal opinions on income taxation matters.

Corporate and Resource Tax Analysis Division

The responsibilities of the Division include economic and quantitative analyses of federal income tax policies in the areas of corporate income tax, international tax, and resources taxes under a variety of statutes and policies of all other levels of government that have an impact on the tax system.

Classes of Records

Tax Policy
FIN-1340
Description: General information on tax policy and legislation, including reports from Revenue Canada Taxation, statistics, Royal Commission reports and studies on the subject of taxation; also information on indexing rates of taxation. *Topics:* Royal Commission on Taxation — briefs and submissions, reports and studies; White Paper on Tax Reform — studies; tax expenditures; personal income tax indexing; inflation indexing; Tax-Based Incomes Policy.

Budgets
FIN-1350
Description: Information on the preparation and tabling of the federal government's budget. *Topics:* Bills; black books; Minister's briefing notes, complaints and inquiries. *Retrievability:* Specific years should be requested by date and calendar year.

Income Tax
FIN-1360
Description: General information on the *Federal Income Tax Act*, including material dealing with the development of policies, briefs and submissions from companies, groups and associations, and proposals from the public. *Topics:* Assessments, payments and returns; briefs and submissions; capital gains and losses; charities — Review of 1976; deferred and other income arrangements; excess profits tax; office or employment; partnerships; pensions and retirement plans; political contributions; resources — forestry, oil and gas oilsands; trusts — estates and gifts.

Income Tax on Business and Property
FIN-1370
Description: Information on the federal income tax on business and property, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Deductions; land and real estate; special cases.

Capital Cost Allowances
FIN-1380
Description: Information on the capital cost allowances in the federal income tax system, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Equipment — transportation and construction; resources; Review of 1976.

Taxes on Corporations and Shareholders
FIN-1390
Description: Information on the federal income tax on corporations and shareholders, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Deductions; investment income; reorganizations; securities; special rules.

Non-Resident Taxes
FIN-1400
Description: Information on the federal income tax on persons, businesses and corporations that are not residents of Canada, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Business and corporations; personal; withholding tax.

Personal Income Tax
FIN-1410
Description: Information on federal personal income taxes, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Deductions; education; exemptions; income maintenance; special groups.

International Taxation
FIN-1420
Description: Information on all aspects of international taxation such as tax agreements with other countries and international organizations, taxation matters within other countries, privileges and immunities. *Topics:* Canadian tax agreements with other countries; Canadian tax agreements with the United Kingdom, the United States; international organizations; privileges and immunities within other countries and within the United States; Canada-U.S. comparisons.

Remissions of Taxes
FIN-1430
Description: Information on the remission of estate taxes, corporation income taxes, personal income taxes and all other forms of federal taxes, except sales and excise taxes.

Commodity Taxes
FIN-1440
Description: Information on advice and recommendations for changes, the development of detailed policy proposals and the drafting of amendments to legislation in the area of federal excise and sales taxes as they apply to goods manufactured or produced in Canada or imported into Canada, including proposals from the public or other government departments or agencies. *Topics:* Budgets; Commodity Tax Review Group submissions; compliance and collection; *Excise Act* and *Excise Tax Act;* federal-provincial considerations; international considerations; liability for tax; licensing and registration; studies; valuation of goods; wholesale tax project 1980-83.

Federal Sales Tax
FIN-1450
Description: Information on the federal sales tax charged on goods and services. *Topics:* Base Federal Sales Tax; clothing and footwear; construction materials and equipment for buildings; coverings and containers; educational, technical, cultural, religious and literary items; energy conservation products; farm and forest products; foodstuffs; fuels and electricity; gasoline and diesel fuel; goods affected by metric conversion; goods enumerated in customs tariff items; goods manufactured in institutions; health goods; marine and fisheries; municipalities; purchases by manufacturers; sports equipment; transportation and construction equipment.

Refunds, Credits, Drawbacks and Remissions
FIN-1460
Description: Information on the refund and remittance of overpayments of federal excise and sales taxes. *Topics:* Transportation and construction equipment.

Special Excise Tax
FIN-1470
Description: Information on the excise taxes charged on imported goods. *Topics:* Air transportation; alcohol and tobacco products; energy; Oil Export Tax.

Consultations and Communications Branch

Consultations Division

The Division has the responsibility of developing a systematic long term approach to the consultative process. Towards this end, the Division makes and maintains contacts in every sphere of economic activity. The Division also participates in departmental decision-making and helps make consultations a permanent feature of economic policy development. In addition, the Division promotes two-way communications with the private sector.

The Division has four basic functions: to propose, organize and follow up ministerial consultations on the economy, including pre and post-budget; to propose, organize and co-ordinate departmental consultations with the private sector; to establish and maintain a network of private sector contacts across the country and across the sectors of society; to formulate policy on private sector liaison and on the Department's need for consultations, and prepare strategies for dealing with specific issues (this in consultation with the respective branch or division).

Communications Policy and Strategy Division

This Division is responsible for the development of media and public relations strategies including: relations strategies, researching and writing major speeches for the Minister and Minister of State on the government's economic policies and initiatives, advising on the public environment, and preparing communication's plan and strategies for the Department's major initiatives including the budget.

Information Services Division

This Division is responsible for implementing the departmental media and public relations program. It carries out an extensive media relations program, including preparation on departmental and ministerial announcements and statements, special briefings, and arrangements for meetings and news conferences. It edits and publishes departmental publications, including a major annual review of the Canadian economy and various reports to Parliament. It works closely with the publications and graphics sections in the design, production and national distribution of the budget speech and related documents. The Division publishes weekly reports on media coverage of financial and economic news and on parliamentary activity of significance to the Department of Finance. A unit within the Division deals with inquiries and correspondence on taxation and general economic issues.

Visits and Conference Organization Division (VCO)

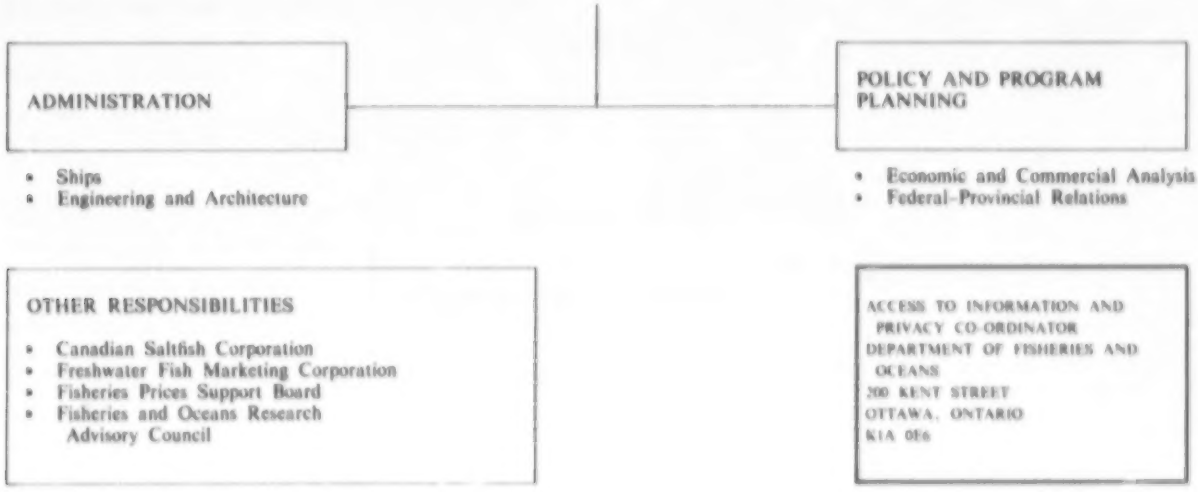
This Division provides expertise and service, for the Department of Finance, in the areas of conferences and meetings, consultations with the private sector, visits of foreign dignitaries and senior officials, protocol, ministerial and executive escort, and official hospitality. VCO also maintains liaison with its counterparts in provincial governments, international organizations and foreign embassies in Canada, the private sector and Canadian service industries. The Division operates a "special services" support operation for the Department which produces and distributes important and sensitive documents.

Access to Information and Privacy Division

The Division is responsible for receiving, clarifying and processing the requests submitted under the *Access to Information and Privacy* legislation. It is required to contact Records Management and the Branch(es) concerned by the request and to provide guidance and information on the search, retrieval and first stage analysis. The Division is also responsible for ensuring that the requirements of the legislation are met and for the in-depth analysis of the case before its review by the Minister. The Division must reply to inquiries submitted in person, by phone or mail as well as receive members of the public wishing to examine records in person. The Division also provides seminars to the Department on the legislation and related guidelines, policies and procedures.

Department of Fisheries and Oceans

Department of Fisheries and Oceans



Background

The Department of Fisheries and Oceans is responsible for a wide range of fisheries activities which include fisheries management and research in coastal and inland waters; fisheries economic development and marketing; international fisheries negotiations; oceanographic research; hydrographic surveying and charting; and the development and administration of fishing and recreational harbours.

The main legislative base for the department is the *Department of Fisheries and Oceans Act*, which established the Department in April, 1979; and the *Fisheries Act*, enacted in 1867 in accordance with the responsibility for "sea-coast and inland fisheries" placed on the federal government by Section 91(12) of the *British North America Act*. The Minister of Fisheries and Oceans is responsible to Parliament for the administration of the laws governing Canada's fisheries.

The objectives of the Department are to assure:

- the comprehensive husbandry and management of Canada's fisheries resources through the protection, rehabilitation and enhancement of individual fish stocks and the aquatic habitat upon which these resources depend;
- the "best" use of fisheries resources, through a variety of measures affecting when, where, how and by whom these resources are harvested, processed and marketed to obtain highest possible social and economic benefits;
- hydrographic surveying of Canada's coastal and inland waters for the production of nautical charts and other information necessary for safe navigation;
- the acquisition of knowledge of oceanic processes and environments so as to support activities related to defence, marine transportation, the exploitation of offshore energy resources and the management of the fishery resource and its aquatic habitat;
- the provision of a national ocean information service; and
- the provision and administration of a national system of harbours in support of commercial fishing vessels and recreational boating.

Laws and Regulations

- Fisheries Act
- Department of Fisheries and Oceans Act
- Fisheries Development Act
- Fisheries Prices Support Act
- Fisheries Improvement Loans Act
- Freshwater Fish Marketing Act
- Canadian Saltfish Act
- Fish Inspection Act
- Coastal Fisheries Protection Act
- Great Lakes Fisheries Convention Act
- Pacific Salmon Fisheries Convention Act
- North Pacific Fisheries Convention Act
- Northern Pacific Halibut Fisheries Convention Act
- Northwest Atlantic Fisheries Convention Act
- Pacific Fur Seals Convention Act
- Fishing and Recreational Harbours Act
- Fisheries and Oceans Research Advisory Council
- Atlantic Fisheries Restructuring Act

Overall Responsibilities

The federal government, under the *BNA Act*, has exclusive legislative jurisdiction over Canada's fisheries in coastal and inland waters, but some provinces have been delegated certain administrative responsibilities in varying degrees. Thus, the Department is fully responsible for the management of all fisheries, both marine and freshwater, in four east coast provinces (Nova Scotia, New Brunswick, Newfoundland, and Prince Edward Island) and in the Northwest and Yukon Territories. In four inland provinces (Ontario, Manitoba, Saskatchewan, and Alberta) the management of all fisheries is a provincial responsibility. In Quebec, the provincial government manages freshwater fisheries and certain marine fisheries, although the inspection of fish and fishery products for trade outside the province is undertaken by the federal department. Fisheries and Oceans has similar fish inspection responsibilities in all areas of Canada. In British Columbia, the fisheries for marine and anadromous species (i.e., fish that migrate from freshwater to sea) are managed by the federal department, but the provincial government manages freshwater fisheries.

Organization

Fisheries and Oceans comprises six main organizational components: Atlantic Fisheries, Pacific and Freshwater Fisheries, Ocean Science and Surveys, Marketing and International Fisheries, Policy and Program Planning, and Finance and Administration.

The Department is headed by a deputy minister and an associate deputy minister, with each of the six organizational components headed by an assistant deputy minister. In addition, there are several other administrative or special units which report directly to the deputy minister, namely, Small Craft Harbours, Legal Services, Personnel, and Communications (Note: At the time of preparation of this register, a major re-organization of the Department was underway. While the above description of the organization reflects these changes, the description of specific programs had to be prepared under the previous organizational context. Updates will be made in the next edition of this Register.)

The Fisheries component of the Department has regional offices in St. John's, Halifax, Moncton, Burlington, Quebec City, Winnipeg and Vancouver, each is headed by a director general. Ocean Science and Surveys administers regional offices in Dartmouth, Burlington, and Victoria, also headed by directors general, and in Quebec City, administered by a director. A total of 1,200 facilities are managed by the Department, the major facilities being inspection laboratories and biological research stations.

There are two agencies which report to Parliament through the Minister of Fisheries and Oceans. They are the Canadian Saltfish Corporation and the Freshwater Fish Marketing Corporation.

Fisheries Management

The Fisheries Management programs of the Department are aimed at ensuring maximum economic and social benefit to Canada from the use of fisheries and other aquatic living resources of coastal and inland waters. Other programs are directed at conserving these resources and maintaining the aquatic environment in a healthy, productive state.

An important responsibility is the surveillance and management of fisheries within the 200-mile exclusive fisheries zones established since 1977 on both the east and west coasts, and the associated research and stock assessments needed for rational decisions on sharing access to the fisheries resource among Canadian and foreign fishing fleets.

Specific programs are carried on in all regions of Canada to ensure the conservation and protection of fisheries resources and, within the limits of resources available, their development and expansion, the upgrading of quality of fish and fishery products and assistance to fishermen and industry in the development of new products and of more effective harvesting, production and marketing techniques.

Programs of fisheries and aquatic research directly supporting national and international fisheries activities are conducted from centres located in key coastal and inland areas. These include the Northwest Atlantic Fisheries Centre, St. John's, Newfoundland; the Bedford Institute of Oceanography, Dartmouth, Nova Scotia; the St. Andrews

Biological Station, St. Andrews, New Brunswick; the Arctic Biological Station, Ste.-Anne-de- Bellevue, Quebec; the Canada Centre for Inland Waters, Burlington, Ontario; the Freshwater Institute, Winnipeg, Manitoba; the Pacific Environment Institute, West Vancouver, British Columbia and the Pacific Biological Station, Nanaimo, British Columbia; as well as research units in Halifax, Nova Scotia, Québec, Québec, Vancouver, British Columbia, and Moncton, New Brunswick.

The scope of fisheries and aquatic research is extremely varied, covering studies in biology, ecology, population dynamics, distribution and migrations of fish, marine mammals and shellfish and the forecasting of fish stock abundance. Studies are also directed towards the quality control of fish catches and fishery products, the development and application of aquaculture techniques in salt and fresh water, the study of relationships among species, and the calculation of sustainable yields of fish and marine mammal stocks harvested in the commercial and recreational fisheries. In addition, specialists carry out social and economic analyses to assist in policy formulation for all significant aspects of fisheries use, potential and management.

Economic Development and Marketing

The Department provides support in various ways to strengthen the fishing industry's capabilities to market and promote the sale of fish products and obtain the most favourable prices. In addition, long-range and strategic planning is carried out, aimed at the orderly economic development of the industry. This function involves the collection, analysis and distribution of data and information on fish catches, production and trade.

Various financial assistance programs are available to commercial fishermen, including the Fishing Vessel Assistance Program and the Fishing Vessel Insurance Plan. The Department also administers loans under the *Fisheries Improvement Loans Act*.

Working closely with the Department of External Affairs, departmental staff are actively involved in negotiating agreements or treaties on fishing rights or trade arrangements with foreign countries. At the present time Canada participates in 11 international fisheries commissions and is involved in ten other international agreements concerned with the management of Canadian fisheries under international regulation or protection of the marine environment.

Departmental staff have played a key role in the development and negotiation of Canada's position in the United Nations' Law of the Sea Conference, and also provide departmental input into Canadian fisheries and marine overseas aid programs administered through such organizations as the Canadian International Development Agency and the Food and Agriculture Organization of the United Nations.

Ocean Science and Surveys

Under the broad heading of Ocean Science and Surveys is grouped an extensive range of programs contributing to the management and development of renewable and non-renewable ocean resources and to the understanding of ecological processes within the aquatic and marine environment, as well as the precautions and remedies required to restore and protect that environment and the resources associated with it.

Field programs are conducted from the Bedford Institute of Oceanography in Dartmouth, Nova Scotia; the Institute of Ocean Sciences at Patricia Bay, British Columbia; the Canada Centre for Inland Waters, Burlington, Ontario; and the Champlain Centre for Marine Sciences and Surveys, Quebec, Quebec.

In addition to physical, chemical and biological oceanographic research, activities include the operation of a Marine Environmental Data Service which collects and distributes oceanographic and wave climate information, tide and water level measurements and other related data.

Staff are involved in ecological and environmental studies related to the marine and aquatic environment which are directed primarily toward the control of pollution and the determination of safety margins of contaminants as they affect aquatic life. They also respond to the constant demand for aquatic resource inventories and environmental impact assessments, particularly for projects with potential effects on aquatic life in the ecologically delicate Arctic and in sheltered coastal waters such as the Gulf of St. Lawrence and the Strait of Georgia.

A major responsibility of Ocean Science and Surveys is the planning and implementation of a national program of hydrographic surveying and charting of navigable coastal and inland waters. The hydrographic unit (Canadian Hydrographic Service) traces its history to 1883, when the Canadian government started a survey of Georgian Bay. In addition to producing navigation charts for coastal and inland waters, their work includes the production of special charts and maps for pleasure craft, the fishing industry, national defence and offshore exploration. Publications to assist navigation, such as *Tides and Current Tables* and *Sailing Directions*, are also produced.

Small Craft Harbours Directorate

This directorate develops, maintains, upgrades and administers fishing and recreational harbours and marine facilities at approximately 2,300 locations across Canada. Approximately two-thirds of these serve the commercial fishery, while the remainder serve recreational and mixed users. Regional directors are located in offices at Vancouver, Winnipeg, Burlington, Quebec, Menramcook, Halifax and St. John's. Each office includes staff with engineering expertise, along with administration, financial and property services; harbour managers are employed at some of the busier harbours. The Department of Public Works acts as technical agent and the Department of professional services related to property acquisition, engineering, construction and contracting.

The directorate's main role is to provide harbour facilities and improvements (e.g. wharves, breakwaters, dredging...), services (e.g. water, electricity...) and harbour administration that enable the fishermen to safely and economically carry out their business. The directorate also assists other levels of government and the private sector on a cost-shared basis in the development of public facilities in support of recreational boating and sports fishing.

Ship Operations

To carry out its varied responsibilities in the areas of fisheries protection, marine and oceanographic research and hydrographic surveys, the Department operates more than 600 vessels. Fisheries surveillance and protection vessels, totalling about 100, vary from 61.5 metres to small launches that patrol inshore marine waters and inland lakes and rivers.

Fisheries research vessels operate in coastal and inland waters, as do oceanographic research and hydrographic survey vessels.

Fisheries and Oceans' vessels also play a major role in the federal government's search and rescue operations and have been credited with numerous life-saving acts at sea and in inland areas.

The Department has a staff complement exceeding 6,000 and an annual budget of approximately $600 million.

Key Contacts

General Information

Informal requests for information shall continue to be handled by the communications offices at headquarters and in the regions. Information available at these locations include press releases, speeches, brochures and pamphlets. Requests should be directed to:

Communications Branch
Department of Fisheries and Oceans
200 Kent Street
Ottawa, Ontario
K1A 0E6

Informal requests may also be addressed to the communications offices at our regional offices in St. John's, Halifax, Dartmouth, Moncton, Quebec, Burlington, Winnipeg, Vancouver and Victoria (see below for addresses)

Libraries

The libraries of the Department are the main repository for publications, reports and studies pertinent to the management of the fisheries and oceans of Canada. The libraries are 'off the street' information resource centres where access forms are available and assistance given to ascertain if information requested is already available in the public domain and does not require formal access procedures. Every effort is made to encourage this informal access to information to eliminate unnecessary paperwork, and in some instances, financial implications.

The addresses of departmental regional libraries are listed below.

Institute of Ocean Sciences Library
Box 6000
Sidney, British Columbia
V8L 4B2

Pacific Biological Station Library
Nanaimo, British Columbia
V9R 5K6

West Vancouver Laboratory Library
Department of Fisheries and Oceans
4160 Marine Drive
West Vancouver, British Columbia
V6E 2P1

Fisheries Management Regional Library
Department of Fisheries and Oceans
1090 West Pender Street
Vancouver, British Columbia
V6E 2P1

Freshwater Institute Library
501 University Crescent
Winnipeg, Manitoba
R3T 2N6

Department of Fisheries and Oceans
Biological Station Library
St. Andrews, New Brunswick
E0G 2X0

Department of Fisheries and Oceans
Atlantic Fisheries, Gulf Region Library
P.O. Box 5030
Moncton, New Brunswick
E1C 9B6

Regional Library
Northwest Atlantic Fisheries Centre
Department of Fisheries and Oceans
P.O. Box 5667
St. John's, Newfoundland
A1C 5X1

Scotia-Fundy Regional Library
P.O. Box 550
Halifax, Nova Scotia
B3J 2S7

Bedford Institute of Oceanography Library
P.O. Box 1006
Dartmouth, Nova Scotia
B2Y 4A2

Library Services
Department of Fisheries and Oceans
200 Kent Street
Ottawa, Ontario
K1A 0E6

Canada Centre for Inland Waters Library
867 Lakeshore Road
Box 5050
Burlington, Ontario
L7R 4A6

Bibliothèque
Ministère des Pêches et des Océans
C.P. 15500
Québec, Québec
G1K 7Y7

Arctic Biological Station Library
Department of Fisheries and Oceans
555 St. Pierre Street
Ste-Anne-de-Bellevue, Quebec
H9X 3R4

Access Procedures

All formal requests for information under the *Access to Information Act* should be made in writing on the access forms available at departmental libraries and other government offices and sent to the

Access to Information Co-ordinator, in care of the appropriate local regional library of the Department (see above list). Should you wish to contact the Co-ordinator directly, the address is:

Access to Information Co-ordinator
Department of Fisheries and Oceans
200 Kent Street
Ottawa, Ontario
K1A 0E6
Telephone: (613) 993-0991

All Access inquiries should identify clearly the class of record requested and any additional information to assist in locating the information within the departmental records.

Atlantic Fisheries Service

Headed by the Assistant Deputy Minister (Atlantic Fisheries), this service is responsible for the planning, direction and co-ordination of field operations relating to fisheries management in Newfoundland, Nova Scotia, New Brunswick, Prince Edward Island, and Québec. This service is also responsible for the development and implementation of commercial and recreational fisheries policies and programs in those areas. The work involves resource allocation, the implementation of development programs, the fulfilment of foreign arrangements and the conservation, protection and enhancement of fishery resources and fish habitat on the Atlantic coast. The service has national

responsibility for fisheries research, for the inspection of fish and fish products in order to ensure high standards of quality and safety and for the national enforcement program. The service also assists fishermen, as well as the fish processing and distribution industries, to promote more effective harvesting and production, and also by means of financial and technical support.

Atlantic Operations Directorate

Headed by the Director General (Atlantic Operations), this directorate is responsible for providing advice and support to the Assistant Deputy Minister (Atlantic Fisheries) on issues related to fisheries management in the various regions of the Atlantic coast. This involves co-ordinating policies and programs on a national basis and working with the regions towards the surveillance and management of the 200-mile exclusive fisheries zones. Specifically, these programs include the design and administration of a licensing system and resource allocation including yearly fishing plans and the co-ordination of conservation programs. The directorate also works towards quality improvement, and the provision of assistance to fishermen and processors in the development of new methods of harvesting and processing.

Atlantic Regional Offices

There are four regional offices on the east coast, each headed by a Director General who reports to the Assistant Deputy Minister (Atlantic Fisheries). The day-to-day responsibility for fisheries management and operations rests with the regional office. This includes implementing decisions dealing with management and conservation, enforcement of fisheries regulations, including the operation of a major ocean patrol and research fleet, industrial development and fish inspection, marketing and promotion. Biological and technical research on fish and other aquatic fauna is carried out. Statistics on fisheries operations are collected on an on-going basis. Administration of the fishing vessel insurance and vessel construction assistance programs are handled within the regions, as is the management of federally-funded small-craft harbours programs. The regional offices also undertake the inspection of fish processing and handling facilities for fish entering the inter-provincial or export trade and for imported fish products. Although the federal government has exclusive jurisdiction over both coastal and inland fisheries, some provinces have accepted to varying degrees the administrative responsibility for their fisheries. Freshwater fisheries in Quebec is an example of this delegated authority.

Scotia-Fundy Region — Halifax

This regional office is responsible for the direct day-to-day management of both marine and freshwater fisheries as outlined above in most of Nova Scotia and southwestern New Brunswick.

Newfoundland Region — St. John's

This regional office is responsible for the direct day-to-day management of both marine and freshwater fisheries as outlined above for the province of Newfoundland except that part bordering on the Gulf. The region also administers a Bait Program through which it supplies bait to Newfoundland fishermen from 16 key bait depots and 25 small holding units.

Gulf Region — Moncton

This regional office is responsible for the direct day-to-day management of both marine and freshwater fisheries as outlined above for all areas bordering on the Gulf of St. Lawrence, including all of Prince Edward Island and parts of New Brunswick, Nova Scotia and Newfoundland.

Quebec Region — Quebec City

This recently formed regional office is responsible for the direct day-to-day management of marine fisheries for all the province of Quebec.

Resources Research Directorate

Headed by the Director General, this directorate has national responsibility for providing advice and support to the Assistant Deputy Minister (Atlantic Fisheries) and the Assistant Deputy Minister (Pacific and Freshwater Fisheries) on issues relating to national fisheries research programs. It includes divisions concerned with the study of the resource itself, as well as fish health research and nutritional and biological studies in the realm of aquaculture. It sponsors resource assessment and biological research of wild stocks of anadromous, catadromous and freshwater fish, as well as groundfish, invertebrates, pelagic fish, marine mammals and marine plants.

Manuals

- Laboratory Manual for Chemistry
- Laboratory Manual for Bacteriology
- Inspection Officers' Procedure Manual
- Fishing Vessel Insurance Plan Operations Manual

Scotia-Fundy Region

- Observers' Field Manual, Domestic and Foreign Fishing Vessels
- Officers Enforcement Policy Manual

Newfoundland Region

- Officers Manual for Interpretation and Enforcement of the Fisheries Acts and Regulations
- Foreign Observer Program Operations Manual
- Observer Program Training Manual

Classes of Records

Fisheries Development
F&O-10
Description: Provision of services and developmental programs for fishermen and the fishing industry. *Topics:* Gear development; vessel development; exploratory fishing; processing improvement; quality improvement infrastructure.

Scientific Advice and Research
F&O-20
Description: Provision of scientific advice relative to the management and enhancement of fisheries habitat and related research. *Topics:* Resource assessment and related research including — biological studies, population dynamic studies, mathematical studies, data collection and analysis, gear studies; anadromous, catadromous and freshwater fish; groundfish; invertebrates; marine mammals; marine plants; pelagic fish; fisheries ecology; and aquaculture.

Fisheries Operations
F&O-30
Description: Management conservation and protection of the fisheries including their habitat resource rehabilitation and inspection. *Topics:* Resource management; offshore surveillance and enforcement; inshore surveillance and enforcement; inland surveillance and enforcement; allocation and regulations development; licensing; inspection. *Retrievability:* Records are arranged numerically by subject. *Storage Medium:* Records in paper, micrographics and EDP format.

Pacific and Freshwater Fisheries Service

This service is responsible for the planning, direction and co-ordination of field operations related to the marine and anadromous fisheries in British Columbia and all fisheries in the Yukon and Northwest Territories. Work in these areas includes resource allocation, implementation of development programs and fulfilment of foreign arrangements. In Ontario, Manitoba, Saskatchewan, and Alberta, the federal government supports a strong research program, carries out inspection of fish and fish products and enforces federal fisheries

regulations. The provinces are responsible for all other aspects of fisheries management, although the federal government is responsible for the development and implementation of commercial fisheries policy for the short and medium-term in these areas. The service also has national responsibility for fish habitat (including enhancement activities), research and co-ordinating a native affairs program in areas where aboriginal peoples are involved in the fishing industry.

Fisheries Operations Directorate

This directorate is responsible for providing advice and support to the Assistant Deputy Minister (Pacific and Freshwater Fisheries) on issues related to the fisheries management in the various regions of western Canada. This involves co-ordinating and working with the regions for the surveillance of the 200-mile exclusive fisheries zones, research and stock assessments, conservation programs, fish and fishery products upgrading and assistance to fishermen and processors in the development of improved and new methods of harvesting and processing.

Pacific and Freshwater Regional Offices

The Pacific and Freshwater Fisheries Service is divided into three regional offices.

Pacific Region — Vancouver

This regional office deals with both the on-going management concerns and the final stages of program development and evaluation for the marine and anadromous fisheries in British Columbia. It is responsible for maintaining liaison with industry and the public in all matters related to the resource and industry. It deals with inland and offshore resource management and conservation in the areas of commercial, recreational and native food fisheries. It provides inspection services, enforces fisheries regulations and administers the fishermen's insurance program. It also oversees the licensing system and resource allocation, carries out biological and technical research on fish and other aquatic fauna and methods of harvesting and processing them. Federally funded small-craft harbours in the region are managed through the regional office which also undertakes the design, construction and operation of facilities within the Salmonid Enhancement Program. Scientific and technical information necessary for on-going fisheries management and future planning is gathered within the region, particularly as it relates to fish habitat management. Technical support is provided to fishermen in the areas of catching, handling, onboard freezing, stowing and marketing of fish.

Western Region (The Freshwater Institute) — Winnipeg

The Freshwater Institute, which is the western regional office of Fisheries and Oceans, shares responsibility for fisheries management with the provincial governments of Manitoba, Saskatchewan and Alberta. While the regional office undertakes the inspection and certification of fish processing and handling facilities, most other aspects of fisheries management are the responsibility of the provinces. Management programs related to both marine and freshwater species in the Yukon and Northwest Territories, however, are under federal control. The regional office sponsors services which promote the transfer of technology for practical applications in the fields of engineering, design, process and product development and provides engineering support to industry. It administers the fishing vessel insurance plans throughout the region and also undertakes the collection of fisheries statistics and the economic analysis of regional operations as a basis for policy recommendations. The region is also responsible for the direct administration of the federally funded small-craft harbours program.

Management of fisheries including marine mammals, in the Northwest Territories covers surveillance of the fisheries and enforcement of fisheries regulations, as well as the implementation of resource allocations, conservation programs, and conducting extensive research. The region participates as the representative of the Department on various inter-agency committees and task forces concerned with protecting and developing fisheries resources in northern Canada. The Freshwater Institute has a strong research program which is carried out within the region and in co-operation with other regions.

Ontario Region — Burlington

The Ontario provincial government shares the responsibility for the administration of the fisheries sector. While the province is responsible for the conservation and regulation of the sport and commercial fisheries, the federal department undertakes a number of programs to complement the provincial management effort and improve returns to the fishing sector. These programs include the inspection and certification of imported and domestic fish products, fish processing and handling facilities; the provision of engineering support to the fishing industry and sponsorship of product and process development studies to maximize benefits from the resource. The Fishing Vessel Insurance and Vessel Assistance Programs are also administered federally. In addition, the region carries out a research program directed primarily at providing an understanding of the effects of pollution and habitat degradation on the fishing resources of the Great Lakes. To allow rehabilitation of desirable fish stocks in the Great Lakes, a program to control the sea lamprey is administered. Finally, the region is responsible for the contruction and management of the federal program of small-craft harbours in Ontario and provides marketing services to the commercial fishing industry.

Manuals

- Departmental Fish Inspection Manual
- Laboratory Manual for Chemistry
- Laboratory Manual for Bacteriology
- Inspection Officers' Procedure Manual
- Fishing Vessel Insurance Plan Operations Manual

Pacific Region

- Fisheries Officers' Training Manuals

Western Region

- Lake Classification Inspection Procedures Manual
- Plant Inspection Procedures Manual
- Occupation Health and Safety Manual

Classes of Records

Habitat Assessment and Related Research
F&O-40

Description: Research in support of departmental management and protection of fish and fish habitat. *Topics:* Aquatic impact assessment — altered stream flows, reservoir construction; stream obstructions, forest harvesting, alteration of foreshore, dredging and dumping, tidal barriers; toxicology and pollution — acid rain, forest spraying, pesticides, heavy metals, radionuclides, industrial chemicals and industrial, municipal, agricultural and other effluents.

Habitat Management
F&O-50

Description: Information on the enforcement of regulations under the *Fisheries Act* and activities related to habitat management, protection enforcement, restoration and development. *Topics:* Habitat protection and operations; habitat planning; habitat restoration and development; resource rehabilitation and enhancement.

Fisheries Operations
F&O-60

Description: Management conservation and protection of the fisheries, including habitat resource rehabilitation and inspection. *Topics:* Resource management; offshore surveillance and enforcement; inshore surveillance and enforcement; inland surveillance and enforcement; allocation and regulations development; licensing; inspection;

native affairs — food fisheries; land claims and agreements; employment; band by-laws.

Salmonid Enhancement Program (SEP)
F&O-70
Description: Information on the Salmonids in the Pacific region, excluding associated research. *Topics:* Reconnaissance and feasibility; public involvement; design; construction; facility maintenance; facility operations; community development; assessment, evaluation and management; studies. *Storage Medium:* Micrographics and EDP format.

Economic Development and Marketing Service

This service is responsible for the planning, administration and evaluation of all marketing initiatives taken by the Department. Its aim is to enhance the fishing industry's capabilities in the marketing and promotion of its products and to identify new markets for Canadian fish and fish products. Other areas of concern include long-range and strategic planning, processing of statistics and the administration of financial assistance programs available to commercial fishermen. Together with the Department of External Affairs the service is involved in negotiations of treaties and trade agreements with foreign countries. For example, it played a key role in representing Canada's position on fisheries at the United Nations Law of the Sea discussions. It also participates in marine overseas aid programs.

Economic Development Directorate

Headed by the Director General (Economic Development) the directorate acts as the departmental focus for the development and co-ordination of long-term economic policy. It manages the financial assistance programs in co-operation with the regional offices of the various Fisheries Services, including the Fishing Vessel Insurance Program, the Fishing Vessel Assistance Program and the *Fisheries Improvement Loans Act*. It provides management and administrative support to the Fisheries Prices Support Board. Liaison, administrative and technical support is also provided to the Canadian Saltfish Corporation and the Freshwater Fish Marketing Corporation. The directorate liaises with other federal departments on fisheries-related matters and undertakes the analysis of policy, economic research and the collection and dissemination of economic statistics related to commercial and recreational fisheries.

International Fisheries Directorate

This directorate serves as a focus for the development of international policies. It is responsible for all bilateral and multilateral negotiations in support of Canada's international fisheries and marine initiatives. It represents Canada in international organizations and on commissions that are concerned with international fisheries; e.g. at the United Nations Law of the Sea negotiations. It also participates, through the Canadian International Development Agency, in marine overseas aid programs and assists External Affairs in the negotiation of all international treaties and trade agreements that relate to fisheries.

Marketing Directorate

This directorate is responsible for the development and implementation of marketing policies to ensure that maximum economic and social benefits arise from the fisheries resource. It works to identify new export markets and to support and strengthen the fishing industry's capacity to market its products. This includes market assessment, forecasting, development and promotion. The directorate assists in the orderly marketing of fish and fisheries products through the provision of a professional marketing capability which depends on direct access to market intelligence and contributes to the co-ordination of harvest and production with market requirements. Work includes the analysis of supply and demand and monitoring domestic and international developments. In addition, the directorate promotes collective marketing interests through a program of product and market development and co-ordinates the export marketing.

Classes of Records

Marketing
F&O-80
Description: Development and implementation of marketing policies, strategies and programs to improve the marketing of Canadian fish and fishery products consistent with the resources potential harvesting and processing capabilities and worldwide marketing opportunities. *Topics:* Marketing research and analysis; Market development and promotion.

Economic Development
F&O-81
Description: Information on policies, programs and activities in the areas of socio-economic research and analysis. *Topics:* Socio-economic research and policy; statistics.

Fishermen's Assistance Programs
F&O-90
Description: Information on programs in the areas of fishing vessel insurance, fishing vessel construction, subsidies and loans. *Topics:* Fishing Vessel Insurance Plan; Fishing Vessel Assistance Program; Fisheries Prices Support Board; *Fishermen's Improvement Loan Act*.

International Relations
F&O-100
Description: Development of policy advice and recommendations and the provision of expertise on matters involving international fisheries and fisheries trade relations. *Topics:* International relations; international trade and development. *Retrievability:* Files arranged numerically by subject. *Storage Medium:* Micrographics and EDP format.

Ocean Science and Surveys (OSS) Service

This service carries on two major operational activities: oceanography and hydrography. The objectives of the oceanographic activity include contributions to the management and development of renewable and non-renewable ocean resources. Another objective is to gain an understanding of the marine environment so as to establish programs and methods for its protection and restoration. These objectives are met through research programs in the areas of physical, chemical and biological oceanography, the knowledge from which forms the basis for ocean information services designed to meet national and international co-operation in the study and use of the ocean and its resources, and participation in international initiatives to deal with marine pollution. The work involved in this activity is carried out in four regional centres and at headquarters in Ottawa. The Ottawa unit, the Marine Sciences and Information Directorate, has two operating branches: the Marine Environmental Data Service (MEDS) and the Scientific Information and Publications Branch. Both are involved in the collection, processing and distribution of ocean data and information. A third branch performs a national co-ordinating role for oceanography and has a specific responsibility as the primary contact in the field of international ocean science.

Canadian Hydrographic Service

The main objectives of the hydrographic activity are to carry out all necessary hydrographic surveys and to publish, maintain and distribute the navigational charts, sailing directions and tide tables needed to permit safe and efficient navigation in all Canadian navigable waters. These objectives are met by the programs of the Canadian Hydrographic Service (CHS), which reports to the assistant deputy minister through the Dominion Hydrographer. The work is carried out at four

regional centres, where the Ocean Science and Surveys (OSS) fleet of some 180 research and survey vessels is located, and within a Headquarters unit. Field surveys include the measurement of water depths with ship-mounted echo-sounders or by other, more sophisticated means where that is not possible. The CHS also gathers information on tides and currents (published as the annual "Tide and Current Tables"), publishes and distributes navigational and recreational charts, and carries out offshore natural resource surveys in collaboration with Energy, Mines and Resources.

The Policy and Program Co-ordination Branch in Ottawa acts as the national focus for strategic and operational planning in OSS and as the national co-ordinative mechanism at the corporate level.

Bedford Institute of Oceanography — Dartmouth

This Institute, founded in 1962 as Canada's first federal research centre devoted to the field of oceanography, houses the Atlantic Region of Ocean Science and Surveys which carries out research into various aspects of marine sciences on the Atlantic coast and in the eastern Arctic. This includes physical and chemical oceanography, marine ecology, ocean circulation, biology and the environment. Emphasis is placed on the effect of oil and gas exploitation and coastal activity on the marine ecosystem. In the area of physical oceanography, the focus is mainly on the continental shelf of eastern Canada. Ecological research into the long-term effects of commercial fisheries exploitation and ocean pollutants aims at providing a basis for better management of the fishery in the future. The region also carries out hydrographic surveys, tidal studies and works on the development of navigational aids and new survey equipment.

The Institute incorporates a recently established office called the BIO Marine Advisory and Industrial Liaison (BIOMAIL), which acts as a point of entry for anyone seeking information on Canadian oceanography and related topics. BIOMAIL distributes and interprets oceanographic information and data to industry and government departments, and encourages the transfer of technology to Canadian industry, especially in Atlantic Canada. Units of several other government departments with an interest in the ocean are also located within the Bedford Institute.

Bayfield Laboratory for Marine Science and Surveys — Burlington

A full complement of hydrographic activities is carried out in the Great Lakes, in other navigable fresh waters in Ontario and the Prairie Provinces, and in marine waters of the Central Arctic. The main purposes of the programs are to support commercial shipping in the Great Lakes and the Arctic and to support offshore oil and gas exploration and exploitation in the Arctic.

Champlain Centre for Marine Science and Surveys — Quebec City

This is the newest and smallest of the Ocean Science and Surveys regional centres. It is responsible primarily for oceanographic studies and hydrographic surveys in the St. Lawrence River and Estuary and the northern half of the Gulf of St. Lawrence. A full range of oceanographic studies — physical, chemical and ecological — is carried out. However hydrography is limited to field surveys and studies of tides and currents.

Institute of Ocean Sciences — Sidney

This institution houses the Pacific Region of Ocean and Science Surveys, that is divided into two main areas: the hydrographic and oceanographic divisions. Work in the first is carried out by the regional unit of Canadian Hydrographic Service and includes the charting of waters off the British Columbia coast and in the western Arctic (with recent emphasis on the Beaufort Sea). Surveys of tides and currents result in the publication and distribution of numerous maps and tables. Another specialized unit advises on tsunamis — powerful waves caused by underwater disturbances. The second division carries out research in the areas of physical and chemical oceanography and ocean ecology. Specific work includes research in the area of frozen seas, coastal and offshore waters, ocean mixing and remote sensing. There are also studies of carbon dioxide in the ocean, hydrocarbons, pesticides, trace elements and coastal pollution. In terms of ecology, the main focus is on the biological oceanography of coastal waters.

Manuals

- Pisces IV Manual
- Pisces IV Standard Operations Procedures
- Search and Rescue Plan
- Pacific General Ships' Orders
- Hydrographic Tidal Manual
- Survey Standing Orders
- Cartographic Standing Orders

Classes of Records

Oceanography
F&O-110

Description: Studies which support the management of renewable and non-renewable marine resources. *Topics:* Physical oceanography; chemical oceanography; marine ecology; freshwater ecology; ocean dumping; university subventions; ocean engineering and technology transfer; data and information.

Hydrography
F&O-120

Description: Bathymetric data, navigational charts and other information on Canada's navigable waters and geophysical-hydrographic surveys. *Topics:* Navigation charts — surveys, production; tides, currents and water levels; sailing directions; ocean mapping; navigation. *Storage Medium:* Micrographics and EDP format.

Ships
F&O-130

Description: Information on the management, operation and charter of major vessels for oceanography and hydrographic research. *Topics:* Oceanography; hydrography; support to fisheries management; search and rescue; support to other federal departments; support to Canadian universities. *Storage Medium:* Micrographics and EDP format.

Small-Craft Harbours Directorate

This program provides for the acquisition, development, maintenance and management of approximately 2,300 harbours serving the needs of both commercial fishing and recreational boating throughout Canada. Program implementation is carried out through regional offices located in St. John's, Halifax, Quebec City, Memramcook, Burlington, Winnipeg and Vancouver. It works closely with the Department of Public Works, which is responsible for design, construction, maintenance, and property service. The directorate's role is to ensure that any harbour development or upgrading harmonizes with the needs of the fishing industry, both now and in the future. The Marine Policy Assistance and Tourist Wharf Programs provide assistance for recreational facilities such as launching ramps and wharves.

Small-Craft Harbours

This branch is responsible for the development, maintenance, upgrading and administration of scheduled small craft harbours and harbour

facilities in support of the commercial fishery, sports fishery, and recreational boating.

Manuals

- Fishing and Recreational Harbours Administrative Instructions
- Harbour Managers' Manual

Classes of Records

Small-Craft Harbours
F&O-140
Description: Information on development, construction, maintenance and operation of small-craft harbours and facilities. *Topics:* Harbour management and property administration; commercial fishing harbours; recreational harbours. *Retrievability:* Files arranged alphabetically by name of harbour in headquarters and regional offices.

Ship Operations Branch

This branch is responsible for the management of the departmental fleet, which is vital to the carrying out of various departmental programs. Responsibilities of the fleet include fisheries surveillance and protection, marine and oceanographic surveys, fisheries research and hydrographic surveys, and search and rescue duties. To perform these functions, the branch operates a fleet of more than 600 vessels of all sizes, including ocean-going fisheries patrol vessels, oceanographic research and hydrographic craft, mini-submarine and mothership and many small launches for patrolling coastal marine waters and inland lakes and rivers. The branch is also responsible for the purchase, construction, operation and maintenance of this fleet, as well as research into ship management operations.

Classes of Records

Ship Operations
F&O-150
Description: Information on the design, construction, purchase and operation of the departmental fleet. *Topics:* Ship acquisition; berthing and wharfage; certificates, licences, acceptance papers; collisions, groundings, mishaps; navigation; surveillance and enforcement; repairs, refit, maintenance; construction. *Storage Medium:* Micrographics and EDP format.

Canadian Saltfish Corporation

Background

In recent years approximately 60 per cent of the total annual production of cured salt fish in Canada has been marketed by the corporation. The saltfish industry had been in decline for a number of years during the post-war period, with a shift in the use of codfish from curing to filleting and freezing, the disintegration of the traditional family enterprise in Newfoundland, and lately the depletion of the Northern cod stocks. As a result, the private export trade lost ground in foreign markets and became progressively dependent on support from government.

Laws and Regulations

The *Saltfish Act*, 1970, gives the corporation a monopoly on the inter-provincial and export trade in cured salt bulk and dried codfish produced in the province of Newfoundland and Labrador and on the lower north shore of the province of Quebec. For *Income Tax Act* purposes the corporation is defined as a Schedule 'C' Corporation.

Overall Responsibilities

The basic objective of the corporation is to maximize returns from the saltfish trade through central desk selling. A secondary objective is to rationalize production.

Organization

The Act provides for a Board of Directors composed of a chairman, president, one director from each participating province, as well as five other directors. Each is appointed by the Governor in Council to hold office for a period not exceeding five years. Provincial directors are recommended by the Lieutenant Governor of the province concerned.

Saltfish processing companies in the region of the corporation's mandate became its agents for the purchase, handling and preparation of production. The corporation has 33 full-time and 20 part-time employees as well as 12 agents who employ approximately 300 people. In addition, these agents employ 35 to 40 sub-agents who provide employment for an additional 400 to 500 people on a seasonal basis.

Sales for 1982/83 totalled $49 million. Fixed assets of the corporation as of March 1983, totalled $2.7 million.

Currently, the context in which the corporation operates is undergoing a significant change. Its role as price-setter in the primary fish market is reduced and may eventually be eliminated with the advance of unionization of fishermen. The corporation continues to play a significant role in the fishing industry and is still a major factor in the ultimate returns to producers of cured fish. Of particular relevance to its original purpose is representetion in the market place, since more and more countries are establishing government import agencies or buying groups and allocating restricted import licences. Returns to the fishermen have continued to improve, bringing benefits to both processors and primary producers. The corporation looks forward to the challenges of the next two or three years with cautious optimism.

Classes of Records

Fishermen's Assistance Programs
CSFC-10
Description: Case files on fish grade, fish size and catch value (weight and dollars).

Freshwater Fish Marketing Corporation

Background

On enactment of the *Freshwater Fish Marketing Act*, existing private companies became agents of the corporation. However many withdrew from the business, and complementary facilities for the assembling and warehousing functions were eventually established by the corporation. The corporation now disposes of virtually all freshwater fish produced outside the Great Lakes — about 50 per cent of total Canadian production.

Laws and Regulations

The *Freshwater Fish Marketing Act*, 1969, gives the corporation a monopoly on the inter-provincial and export trade in designated products of the freshwater fisheries supplied from the Northwest Territories, the three Prairie Provinces and part of northern Ontario. The corporation has wide powers to purchase, process, store and ship fishery products; to acquire, hold and dispose of property; to establish branches and employ agents; enter into agreements; and to borrow, lend and invest money. For purposes of the *Income Tax Act* the corporation is designated as a Schedule 'D' corporation.

Overall Responsibilities

The objective of the corporation is to unify the trade in freshwater fishery products in response to economic distress among primary producers caused by fragmentation of assembling, processing and exporting operations. Some 20 companies had previously been involved, as compared with three major U.S. importers where 90 per cent of production was sold. The corporation has a responsibility for

the orderly marketing of fish, promotion of inter-provincial and export trade and the increases of returns to fishermen.

Organization

The Board of Directors consists of 11 members: chairman, president, one member from each participating province and four members appointed by the federal government. An advisory committee composed of 15 fishermen also exists.

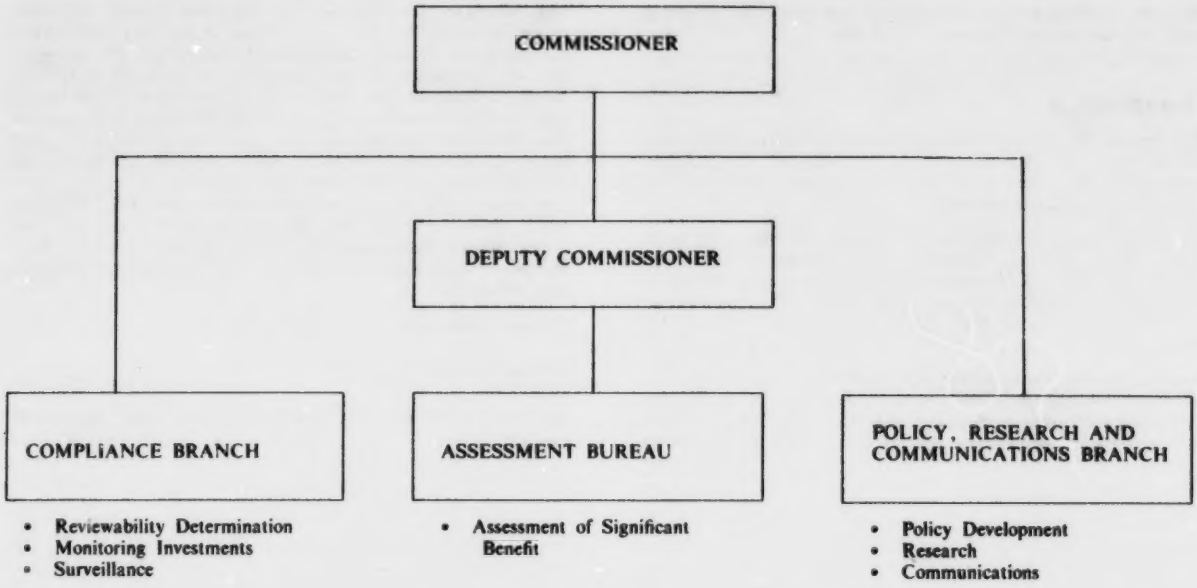
The corporation has a main plant at Transcona and processing plants at Hay River, The Pas, Edmonton and La Ronge. It employs 80 management staff and 125 plant personnel, increasing to 450 during peak seasons. In the fiscal year ending April 30, 1983 sales amounted to $39.2 million. As of April 30, 1983 fixed assets totalled $6.4 million.

Rationalization of the collecting and processing phases and centralization of marketing operations have succeeded in maximizing returns from the market and prices to fishermen. The persistence of inadequate returns from fishing has, however, led to some disillusionment with the corporation as an agency of fishery development. As a result, strong representations from some provincial ministers were made to the Minister of Fisheries and Oceans. In December 1979, the ministers with responsibilities for fisheries in the provinces of Ontario, Manitoba, Saskatchewan, Alberta and the Northwest Territories met with the minister to discuss and review the future role of the corporation. While ministers indicated their agreement in principle with the concept of Freshwater Fish Marketing Corporation they directed that the implications of various options be analyzed by a federal-provincial committee of officials. The committee submitted its report on September 3, 1980. The general conclusion of the report is that the inland fishing industry, particularly the fishermen themselves, are in a better overall condition with the Freshwater Fish Marketing Corporation than without it.

Classes of Records

Fishing Statistics
FFMC-10
Description: Case files on fish species; fish grade; fish size; catch value (weight).

Foreign Investment Review Agency



- Reviewability Determination
- Monitoring Investments
- Surveillance

- Assessment of Significant Benefit

- Policy Development
- Research
- Communications

ACCESS TO INFORMATION AND PRIVACY CO-ORDINATOR
FOREIGN INVESTMENT REVIEW AGENCY
P.O. BOX 2800
POSTAL STATION 'D'
OTTAWA, ONTARIO
K1P 6A5

Background

The Foreign Investment Review Agency (FIRA) was established in 1974 to advise and assist the minister responsible for the administration of the *Foreign Investment Review Act*. The Act came into force in two phases: Phase I in 1974 and Phase II in 1975. Phase I covered the acquisition of control of Canadian business enterprises by foreign individuals, corporations, governments or groups containing foreign members; Phase II extended the application of the Act to the establishment of new businesses in Canada either by foreign persons who do not already have a business in Canada or by foreign persons who already have an established business in Canada, if the new business is unrelated to the established business. The Agency advises and assists the responsible minister, who recommends decisions to the Governor-in-Council, who then decides whether proposed foreign investments will be allowed or disallowed.

Overall Responsibilities

The central objective of the Agency in screening foreign investments is to ensure that they are, or are likely to be, of significant benefit to Canada. Significant benefit is determined according to a set of performance-oriented factors that are specified in the Act, namely:

- the effect of the investment on the level and nature of economic activity in Canada, including employment, resource processing, use of parts, components and services produced in Canada and exports from Canada;
- the degree and significance of Canadian participation in the business enterprise and the industry sector to which the enterprise belongs;
- the effect on productivity, industrial efficiency, technological development, innovation and product variety in Canada;
- the effect on competition within any industry or industries in Canada; and
- the compatibility of the investment with national industrial and economic policies, with industrial and economic policy objectives enunciated by a province or provinces likely to be significantly affected by the proposed investment taken into consideration.

Organization

The Foreign Investment Review Agency comprises three main administrative units: the Assessment Bureau, the Compliance Branch and the Policy, Research and Communications Branch. The Agency is headed by a Commissioner, who has the rank of deputy minister. The Assessment Bureau is headed by a Deputy Commissioner, while the Compliance Branch and the Policy, Research and Communications Branch are headed by Directors General.

The Assessment Bureau analyzes investment proposals according to the assessment factors outlined in the Act to determine whether or not investment proposals will likely result in significant benefit to Canada.

The Compliance Branch is responsible for ensuring that the legal requirements of the Act are met. This entails, among other things, determining the applicability of the Act to specific investment proposals, securing the filing of notices in conformance with the Act and the regulations made thereunder, monitoring undertakings, conducting investigations and advising the minister to invoke, when necessary, the remedial provisions of the Act.

The Policy, Research and Communications Branch is responsible primarily for research and analysis in support of Agency operations and for the development of government policy on foreign investment. It reviews results achieved through the administration of the Act and helps to develop new approaches to improve the Act's effectiveness. The Branch is also responsible for the information services of the Agency.

General Information

The Agency is located on the 5th Floor West, 240 Sparks Street, Ottawa, Ontario.

Agency Officers

Foreign investors are encouraged to consult officers of the Agency informally, before applying, to discuss the unique circumstances and characteristics of their projected investments and the application of the Act to their investment. This consultation allows foreign investors to become thoroughly familiar with the requirements of the Act, including the review process. The mailing address and telephone numbers of key contacts are provided below.

Information Services

The Communications Division is responsible for providing general information services including responding to general inquiries, directing technical inquiries to appropriate Agency officers and preparing and distributing information materials of a technical and general nature. The Division also prepares the Agency's annual report to Parliament and is responsible for the editorial and production services required for Agency publications. Inquiries should be addressed to:

Communications Division
Foreign Investment Review Agency
P.O. Box 2800
Postal Station "D"
Ottawa, Ontario
K1P 6A5
Telephone: (613) 995-9449

Key Contacts

Inquiries of a specific nature on various aspects of the administration of the Act should be addressed to the senior officers of the Agency listed below.

Policy and Research

Director General
Policy, Research and Communications Branch
P.O. Box 2800
Postal Station "D"
Ottawa, Ontario
K1P 6A5
Telephone: (613) 992-3847

Compliance and Enforcement Matters

Director General
Compliance Branch
P.O. Box 2800
Postal Station "D"
Ottawa, Ontario
K1P 6A5
Telephone: (613) 996-2728

Assessment Matters

Deputy Commissioner
Assessment Bureau
P.O. Box 2800
Postal Station "D"
Ottawa, Ontario
K1P 6A5
Telephone: (613) 995-9605

Access Procedures

Requests under the *Access to Information Act* should be addressed to:

Foreign Investment Review Agency

Access to Information Co-ordinator
Foreign Investment Review Agency
P.O. Box 2800
Postal Station "D"
Ottawa, Ontario
K1P 6A5
Telephone: (613) 995-9603

Classes of Records

Note: Information contained in these records may be privileged pursuant to Subsection 24(1) of the *Access to Information Act* and Section 14 of the *Foreign Investment Review Act*.

Cabinet Matters
FIRA-10
Description: Information on policy and procedures for making recommendations to the Governor-in-Council. *Topics:* Orders in Council; deemed allowances; Governor-in-Council documentation.

Companies
FIRA-20
Description: Information on investors whose business activities, plans and intentions may come under the purview of the Act. *Topics:* Draft applications; surveillance activities; review considerations; business activities including plans and intentions; business information reports; corporate financial statements and annual reports; potential applicants. *Retrievability:* Files arranged by individual and company.

Third-Party Representations
FIRA-30
Description: Information on representations made to the Agency by parties not directly involved in proposed or completed investment transactions who wish to express views or concerns about investment proposals that may or may not be reviewable under the Act; also, in the case of business takeovers, bids by alternative buyers. *Topics:* Takeover bids; new business; business expansions. *Retrievability:* Files arranged by individuals, companies and groups. Third-party representations are indexed alphabetically, by Standard Industrial Classification (SIC) code and industrial activity.

Assessment Bureau

This Bureau comprises three Branches - Resource Industries, Manufacturing Industries, Service and Construction Industries - and a Small Business Group. The Bureau's primary functions include the analysis of proposals by foreign investors for the acquisition of control of Canadian business enterprises, the establishment of new businesses and expansion into unrelated businesses in Canada. In addition, it provides advice and assistance to foreign investors with a view to improving plans and undertakings; consults with relevant provincial governments and other federal departments; evaluates representations made by third parties; provides assistance and advice to the minister on foreign investment proposals and recommends courses of action. Finally, in cases of investor non-compliance with plans and undertakings, it renegotiates acceptable alternative commitments.

Manuals

- Guide to Undertakings

Classes of Records

Assessment of Applications
FIRA-40
Description: Information on the assessment of foreign investment proposals – a complete record of the review of each foreign investment proposal, from the submission of an application to compliance with the Order-in-Council allowing or disallowing the investment; also, in the case of allowed investments, a record of investor performance with respect to plans and undertakings. *Topics:* Applications in prescribed form; subsequent correspondence with investors, including revised plans and undertakings; consultations with relevant provincial governments and federal departments; third-party representations; statutory documentation to the minister; advice, including recommended courses of action to the minister; Minister's recommendations and instructions; results of monitoring the plans and undertakings of allowed investments, including the renegotiation of plans and undertakings which have not been fulfilled. *Retrievability:* Files arranged by foreign investor (individual, company, group of individuals or companies, government or agency of a foreign country).

Compliance Branch

This Branch determines the reviewability of transactions involving the acquisition of Canadian businesses and the establishment of new businesses by foreign investors and ensures that reviewable transactions are submitted to review. It also certifies that foreign investment applications are complete; investigates non-compliance with the Act and prepares demand notices for issue by the minister; prepares the Agency's opinions and assists and advises in the preparation of ministerial opinions; monitors and investigates the implementation of plans and undertakings; performs enforcement measures; initiates statutory and regulatory amendments; formulates guidelines for issue by the minister; interprets and explains the legislation; and conducts research into the legal principles which underlie the Act.

Manuals

- Procedures Manual

Classes of Records

Compliance of Applications
FIRA-50
Description: Information on the determination of the reviewability of proposals by foreign investors to acquire control of Canadian business enterprises or establish new businesses in Canada; also the periodic monitoring of proposals which have been allowed, and in the case of proposals which have been disallowed, compliance with the disallowance order within a reasonable period of time. *Topics:* Investment applications in prescribed form, including certificates of receipt; subsequent correspondence with foreign investors; investor compliance with plans and undertakings; investor compliance with disallowance orders; advice, including recommended courses of action to the minister; court injunctions and the other remedies available under the Act. *Retrievability:* Files arranged by foreign investor (individual, company, group of individuals or companies, government or agency of a foreign country).

Ministerial Opinions
FIRA-60
Description: Ministerial opinions and related information as to whether or not an investor is a non-eligible person as defined in the Act and whether or not a new or acquired business is related to a non-eligible person's existing business in Canada, as outlined in the guidelines on related business. *Topics:* Eligibility opinions – non-eligible persons, presumptive levels of non-eligibility, control in fact (legal control, minority shareholder control, outsider control, group management control); relatedness opinions – established business, new business, expansion of existing business, vertical integration, direct substitutability, same technology and production processes, research and development, industrial classification and other forms of relatedness. *Retrievability:* Files arranged by individual, company and group.

Agency Opinions
FIRA-70
Description: Views and opinions of the Agency and related information on the applicability of the provisions of the Act and related regulations and guidelines, in response to written requests submitted

by one or more parties for specific proposed and actual investments. *Topics:* Corporate reorganization; acquisitions of control; new business establishments; related businesses; expansion of existing businesses; joint ventures; partnerships; indirect acquisitions; net leases (leasebacks); stock transfers; mining properties; oil and gas rights. *Retrievability:* Files arranged by individual, company and group.

***Foreign Investment Review Act* – Interpretation**
FIRA-80
Description: Information on the interpretation and application of various sections of the Act and regulations. *Topics:* Notices of right to make further representations; restrictions imposed pursuant to privileged information (disclosures of information); franchises; acquisition of control; ultimate control of a corporation; definition of public and private corporations; property; non-voting common shares; convertible preferred shares; eligibility; proposed amendments to the regulations; businesses that have ceased normal business operations; performance of single or isolated contracts; limited partnerships; contractual rights to acquire voting shares or property; part of a business capable of being carried on as a separate business; and substantially all of the property used in carrying on the business.

***Foreign Investment Review Act* – Procedures**
FIRA-90
Description: Information on the development of procedures to implement the provisions of the Act. *Topics:* Undertakings; forms of notice (applications); submissions to Governor-in-Council; statutory time periods; determination and resolution in cases involving non-compliance; post-disallowance procedures; notification of deemed allowances.

***Foreign Investment Review Act* – Guidelines**
FIRA-100
Description: Information on the development and formulation of guidelines for issue by the minister under the authority of the Act. *Topics:* Treatment of related business; real estate business; acquisitions of interests in oil and gas rights; provision of venture capital; corporate reorganization.

Policy, Research and Communications Branch

This Branch researches and analyzes the economic, industrial and corporate background against which foreign investment proposals are assessed; maintains a corporate information and data retrieval system to meet the needs of the Assessment Bureau and Compliance Branch; undertakes research and analysis on foreign investment issues; contributes to the development of new policy initiatives; represents the Agency at interdepartmental and international meetings on foreign investment; prepares briefings and speeches for the minister and commissioner; deals with parliamentary questions on foreign investment; provides information services to the public.

Classes of Records

Parliamentary Matters
FIRA-110
Description: Information on questions directed by Members of Parliament to the minister responsible for the administration of the Act about all aspects of foreign investment in Canada, specific investment proposals which may be or have been before the Agency, as well as questions on the general administration of the Act. *Topics:* Written questions from the House of Commons and responses; anticipated questions from the House of Commons and responses; Annual Report to Parliament.

***Foreign Investment Review Act* – General**
FIRA-120
Description: Information on the rationale underlying the development of the statutory provisions and regulations of the Act and ministerial guidelines issued under the authority of the Act. *Topics:* First proclamation of the Act; second proclamation of the Act; related business guidelines; communications plan, including briefings for the provinces and various private sector organizations and associations.

Acts and Legislation
FIRA-130
Description: Information on existing and proposed legislation which may have implications for the administration of the *Foreign Investment Review Act*. *Topics: Access to Information Act; Privacy Act; Bank Act; Canada Business Corporations Act; Combines Investigation Act; Fisheries Act; Income Tax Act; Insurance Companies Act; Technology Transfer Agreement Act; Trademarks Act; Uranium and Thorium Mining Review Act.*

Policy Development
FIRA-140
Description: Information on the development of policy and policy initiatives on foreign investment and policies to improve the Agency's effectiveness in the administration of the Act. *Topics:* Takeover bids; undertakings; Agency opinions and interpretation notes; multinational enterprises; performance reviews; measures to encourage Canadianization; international business practices; guiding principles of good corporate behaviour and new principles of international business conduct; land ownership; financial assistance for Canadian-controlled companies; joint ventures; takeover bids and alternative buyers; sectoral initiatives and policies; interdepartmental administrative review of operations under the Act; terms of reference of parliamentary review of the Act.

Industrial Sectors
FIRA-150
Description: Industrial analyses, market profiles, government policies and initiatives on various industries and industrial sectors. *Topics:* Mining; oil and gas; uranium; coal; agriculture; forestry; fisheries; manufacturing industries; service industries; finance and banking. *Retrievability:* Files arranged by industry or industrial sector.

Co-operation and Liaison – Federal
FIRA-160
Description: Information on consultations with other federal departments and agencies on foreign investment proposals that are reviewable under the Act and other matters pertaining to foreign investment. *Topics:* Procedures for consultation between the Agency and other federal departments; departmental considerations and guidelines for handling FIRA cases; federal industrial and economic policies and initiatives; departmental responses to proposed amendments to the Act; Agency views on federal initiatives that may affect the Agency's activities or otherwise have implications for foreign investment in Canada. *Retrievability:* Files arranged by department or agency.

Co-operation and Liaison – Provincial
FIRA-170
Description: Information on consultations with the provinces and territories on foreign investment proposals which are reviewable under the Act. *Topics:* Principles of understanding on consultative procedures with the provinces and territories; provincial laws and regulations affecting foreign investment; provincial industrial and economic policies and objectives; provincial views on the administration of the Act and on proposed amendments to the Act. *Retrievability:* Files arranged by province or territory.

Co-operation and Liaison with International Organizations
FIRA-180
Description: Information on consultations with international organizations, primarily the Organization for Economic Co-operation and Development (OECD) and the United Nations, which have an active interest in the field of foreign investment. *Topics:* OECD committees

– International Investment and Multinational Enterprises, including the OECD Guidelines for Multinational Enterprises, Restrictive Trade Practices, Restrictive Business Practices, Invisible Transactions, Fiscal Affairs, Science, Technology and Industry, Economic Policy; United Nations – Commission on Transnational Corporations, Code of Conduct for Transnational Corporations, U.N. Center for Transnational Corporations. *Retrievability:* Files arranged by organization or committee.

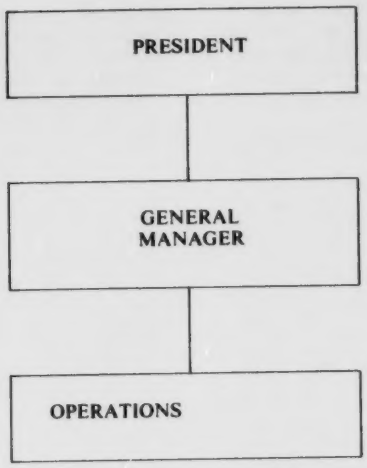
Co-operation and Liaison – Other
FIRA-190
Description: Information on co-operation and liaison activities with universities, colleges and schools on foreign investment and the Agency's activities under the Act. *Topics:* Requests for information and data on foreign investment in Canada; reviews of research proposals, articles and papers; research grants and support for outside research on foreign investment; Agency presentations to universities, colleges and schools. *Retrievability:* Files arranged by institution.

Consultations
FIRA-200
Description: Information on consultations with business, industry and law associations, committees, Royal Commissions, task forces, etc. on Canadian foreign investment policies and initiatives and the administration of the Act. *Topics:* Application and provisions of the Act; proposed amendments to the Act; levels of foreign investment in Canada; industry sector policies and initiatives. *Retrievability:* Files arranged by organization or association.

Foreign Investment in Other Countries
FIRA-210
Description: Information on the provisions of foreign countries to monitor, regulate or prohibit foreign investment; foreign countries' views on Canada's approach to foreign investment; briefings for ministers and officials visiting foreign countries or meeting with foreign government officials or representatives of foreign companies; interdepartmental briefings on the activities of foreign countries that relate to foreign investment. *Retrievability:* Files arranged by country.

Conferences and Meetings
FIRA-220
Description: Information on participation by the minister and officials of the Agency in conferences, meetings, symposia and seminars in which foreign investment in Canada is a topic, including speeches by the minister and senior Agency officials. *Retrievability:* Files arranged by individual, conference or meeting.

Great Lakes Pilotage Authority, Ltd.



- Pilotage Services
- Tariffs

ACCESS TO INFORMATION
CO-ORDINATOR
GREAT LAKES PILOTAGE AUTHORITY
4TH FLOOR
132 SECOND STREET EAST
P.O. BOX 95
CORNWALL, ONTARIO
K6H 5R9

Background

As a result of recommendations made by the Royal Commission on Pilotage in Canada, the *Pilotage Act* was assented to by Her Majesty and Governor-General-in-Council and proclaimed on February 1, 1972. The Act created four pilotage regions with specific Authorities, thereby replacing a large number of local pilotage districts. The four Pilotage Authorities — Atlantic, Laurentian, Great Lakes and Pacific — are Crown Corporations, responsible to Parliament through the Minister of Transport.

The Great Lakes Pilotage Authority was incorporated by Letters Patent on May 17, 1972 as a subsidiary of the St. Lawrence Seaway Authority and as a Schedule D Crown Corporation within the meaning and purpose of the *Financial Administration Act*.

Laws and Regulations

The Great Lakes Pilotage Authority, Ltd. is in general governed by the following:

- Canada Shipping Act
- Pilotage Act
- General Pilotage Regulations
- Great Lakes Pilotage Regulations
- Authority By-Laws
- Memorandum of Arrangements between the Minister of Transport, Canada and the Secretary of Transportation, U.S.A.

Overall Responsibilities

The role of the Authority is to establish, operate, maintain and administer, in the interest of safety, an efficient and economical pilotage service within its geographical boundaries — all waters in the Province of Quebec south of the northern entrance to the St. Lambert Lock and all Canadian waters in and around the Province of Ontario and Manitoba. Pilotage in international waters within these boundaries are shared with U.S.A. Pilot Corporations which are under direction of the United States Coast Guard, as agreed under a Memorandum of Arrangements between Canada and the United States. As a further goal, the Authority prescribes tariffs of pilotage charges that are to be fair, reasonable and consistent with providing sufficient revenues to permit the Authority to operate on a self-sustaining financial basis.

Organization

The Great Lakes Pilotage Authority consists of a Chairman, Vice Chairman and five members appointed by the Governor-General-in-Council. The Authority's head office is located in Cornwall, Ontario. The Eastern District operations office is located at headquarters in Cornwall and Western District operations office in St. Catharines, Ontario. All management services, administrative, personnel, financial contracts and purchasing are provided by the Cornwall office.

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Great Lakes Pilotage Authority
132 Second Street East, 4th Floor
P.O. Box 95
Cornwall, Ontario
K6H 5R9
Telephone: (613) 933-2995

Administration Branch

The function of this branch is to provide administrative and financial services as required to operate within accepted corporate business procedures.

Manuals

- Accounting Procedures
- Administrative Directives
- Pilotage Tariffs

Operations Branch

The function of this branch is to provide pilotage service by assignment and to dispatch qualified pilots to ships navigating within the boundaries of the Great Lakes Pilotage Authority, Ltd.

Manuals

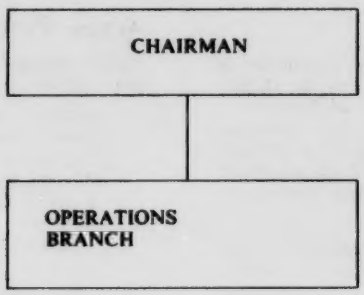
- Collective Agreements
- Working Rules
- Accident Reports and Investigations
- Pilot Licence Register
- Service Contracts
- Dispatching Procedures

Classes of Records

Pilotage Services
GLPA-10
Description: Information on the provision of pilotage services within the Great Lakes region. *Topics:* Dispatching records; pilotage licences; tariff charges; assignments of pilots to vessels; accident reports; collective agreements; international shipping affairs.

Tariffs
GLPA-20
Description: Information on the setting of tariffs for the provision of pilotage services; also conduct and results of negotiations on the setting of tariffs in various districts throughout the region as well as results of Canadian Transport Commission hearings.

Immigration Appeal Board



- Case Files
- Immigration Appeal Board Index
- Conduct of Hearings
- Judicial Information

ACCESS TO INFORMATION
CO-ORDINATOR
IMMIGRATION APPEAL BOARD
116 LISGAR STREET, 3RD FLOOR
OTTAWA, ONTARIO
K1A 0K1

Background

The Immigration Appeal Board is an independent court established under the *Immigration Act*, 1976 to hear appeals made under the Act and to consider the redetermination of claims to Convention refugee status.

Laws and Regulations

- Immigration Act, 1976
- Immigration Regulations, 1978
- Immigration Appeal Board Rules (Appellate), 1981
- Immigration Appeal Board Rules (Convention Refugee), 1981

Overall Responsibilities

The Board is a court of record and appeal. Applications and related proceedings are heard in open court; the record of any proceedings is public information and available from the registrar on request, except where, at the request of one of the parties to an action, the Board at its discretion directs that the proceedings be held *in camera*. In making its decisions the Board is bound by the legislation and the whole of Canadian immigration jurisprudence, relevant decisions and interpretations of higher courts. Its proceedings are governed by rules of procedure and it has the powers, rights and privileges of a superior court of record.

The Minister of Employment and Immigration is a party to all proceedings before the Board.

Appellate

The Board hears appeals made by:

- permanent residents of Canada or Convention refugees who have been ordered deported;
- persons holding a valid visa who are refused entry into Canada;
- the Minister of Employment and Immigration when he is not satisfied with a decision of an adjudicator which allows a person to remain in or enter Canada; and
- Canadian citizens who have sponsored an application for landing in Canada by a member of the family class which has been refused.

Convention Refugees

Persons who have made a claim to be a Convention refugee within the meaning of the UN Convention on the Status of Refugees and whose claim has been refused by the Minister of Employment and Immigration may apply to the Board for a redetermination of that claim.

Organization

Under the *Immigration Act*, the Board consists of not less than seven and not more than 18 members who are appointed by the Governor in Council. The present Board consists of the Chairman, five Vice Chairmen and eight other members. A quorum of the Board is not less than three members, one of whom must be the Chairman or a Vice Chairman.

Headquartered in Ottawa, the Board has permanent regional courts in Ottawa (National Capital Region), Montreal (Quebec and the Maritimes), Toronto (Ontario) and Vancouver (British Columbia and Yukon). A permanent registry office is maintained in Winnipeg to service the Prairies and Western Canada. The Board circuits into other cities in Canada as the volume of cases warrants. It is supported by an Operations Branch (Secretariat) with four regional offices.

Publications

- Annual Report — at the close of each calendar year, the Chairman of the Board reports on the work of the Board to the Minister of Employment and Immigration who tables the report in Parliament within thirty days of the beginning of the fiscal year.
- Information Notice — in acknowledging receipt of an appeal or application, the Board includes an information notice which describes in some detail the nature of the proceedings before the Board.
- Decision and Reasons for Judgement — notes on decisions of the Immigration Appeal Board are published monthly in the Canadian Law Information Council (CLIC) publication.

Key Contacts

General inquiries should be directed to:

Ottawa — National Capital Region, Quebec and the Maritimes

Registrar
Immigration Appeal Board
Guy Favreau Complex
200 Dorchester Blvd. West
East Tower, 1st Floor
Montreal, Quebec
H2Z 1X4

Ontario

Registrar
Immigration Appeal Board
1235 Bay Street, 6th floor
Toronto, Ontario
M5R 3K4

Prairies and Western Canada

Registrar
Immigration Appeal Board
Commercial Bulding
8th Floor
169 Pioneer Avenue
Winnipeg, Manitoba
R3C 0H2

British Columbia and the Yukon

Registrar
Immigration Appeal Board
Suite 1600
800 Burrard Street
Vancouver, B.C.
V6Z 2J9

Access Procedures

All formal requests under the *Access to Information Act* should be directed to:

Access to Information Co-ordinator
Immigration Appeal Board
116 Lisgar Street, 3rd floor
Ottawa, Ontario
K1A 0K1
Telephone: (613) 995-6486

Operations Branch

This branch operates as a secretariat to support the Board and is responsible for the planning, co-ordination and direction of the Immigration Appeal Board activities in head office and the regions. It provides legal advice and research services to the Board, responds to inquiries and brings actions before other courts.

Manuals

- Procedures and Directives Relating to the Procedures within the Immigration Appeal Board

Classes of Records

Case Files
IAB-10
Description: The record of all appeals and applications made to the Board. This class contains the complete information, evidence, exhibits, arguments and submissions upon which the Board makes its decision.

Immigration Appeal Board Index
IAB-20
Description: Information on the jurisprudence of the Board. *Topics:* Precedents and significant decisions of Immigration Appeal Board, Federal Court, Supreme Court. *Storage Medium:* Cardex. *Note:* Cardex is available in regional libraries.

Conduct of Hearings
IAB-30
Description: Information on the conduct of hearings before the Immigration Appeal Board – appeals, applications for redetermination and related matters. *Topics:* Practices and procedures for court administration; practices and procedures for court reporters and interpreters; judgements and orders; detained persons; reasons; transcripts.

Judicial Information
IAB-40
Description: Information on the application of related legislation, interpretations and decisions of other courts, legal processes and rules of procedure. *Topics:* Acts; orders and regulations; inquiry proceedings; administrative law organizations; interpretations and decisions of the Federal and the Supreme Court.

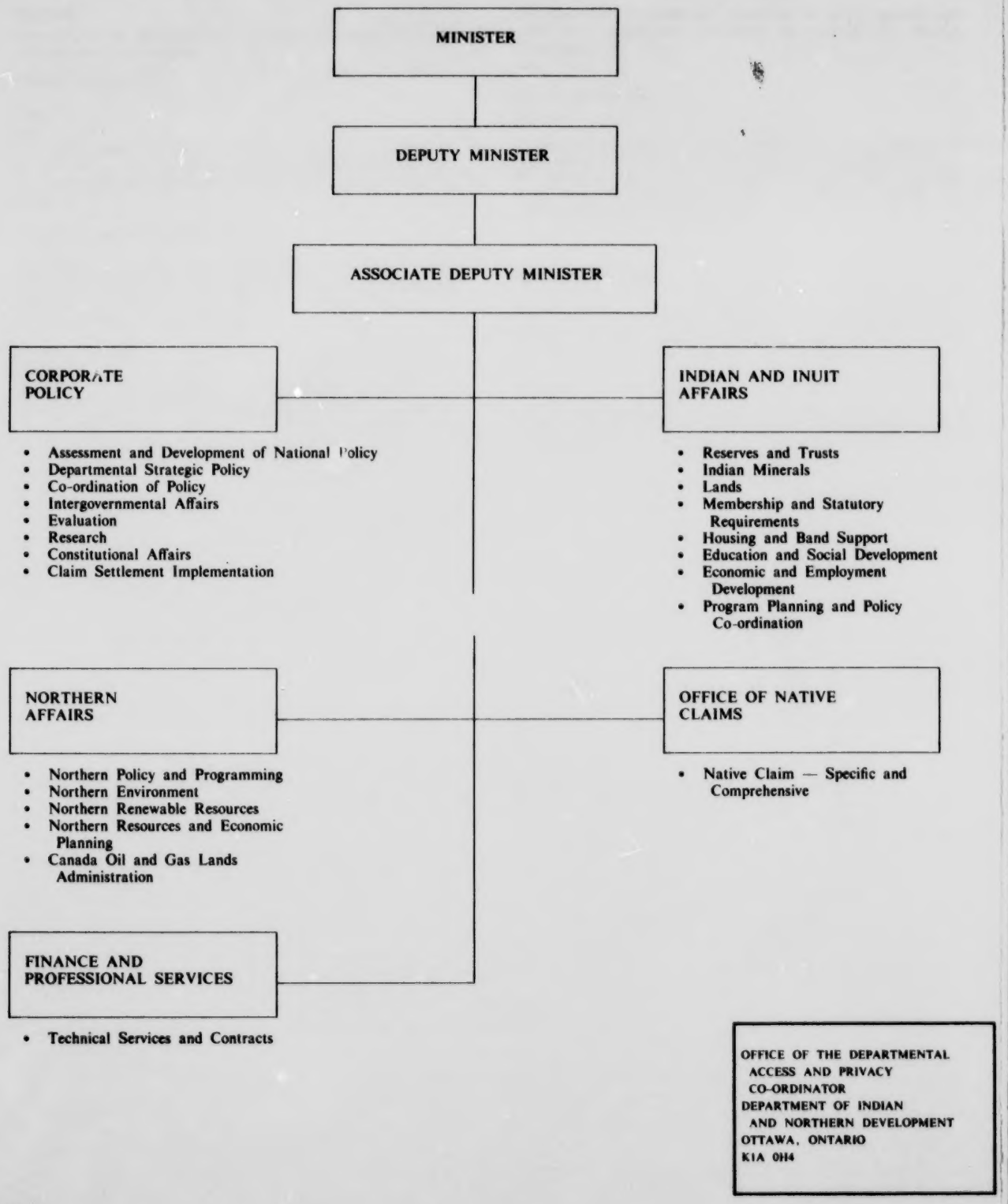
Regional Offices

The functions of the regional offices include the maintenance of the Immigration Appeal Board Regional Registry, the administration for the court and the delivery of judgements and orders.

Manuals

- Instructions and Directives on Procedures within the Regional Offices

Department of Indian Affairs and Northern Development



OFFICE OF THE DEPARTMENTAL
ACCESS AND PRIVACY
CO-ORDINATOR
DEPARTMENT OF INDIAN
AND NORTHERN DEVELOPMENT
OTTAWA, ONTARIO
K1A 0H4

Background

The Department of Indian Affairs and Northern Development (DIAND) is essentially people-oriented. Its major efforts are directed towards Indians and Inuit and to all who live in the vast and sparsely settled area north of the 60th parallel. At the same time, a long-term policy of decentralization means programs are being handled increasingly by these people themselves.

The Department was established under Section 15 of the *Government Organization Act*, 1966, now the *Department of Indian Affairs and Northern Development Act* (RSC 1970 c. 1-7, as amended). The Department is, in effect, an amalgamation of the responsibilities of the then Department of Northern Affairs and National Resources and the then Department of Citizenship and Immigration pertaining to Indian people in Canada.

The *Department of Indian Affairs and Northern Development Act* describes the duties, powers and functions of the Minister of Indian Affairs and Northern Development as extending to and including all matters over which the Parliament of Canada has jurisdiction, not by law assigned to any other department, branch or agency of the Government of Canada, relating to Indian Affairs, the Northwest Territories and the Yukon Territory and their resources and affairs and Eskimo affairs.

Laws and Regulations

The federal government's legislative responsibilities for Indian people and Inuit derive from Section 91(24) of the *Constitution Act* (1867) which gives the federal government the exclusive authority to pass laws relating to "Indians, and lands reserved for Indians". On the basis of this authority, the *Indian Act* — which remains the major expression of federal jurisdiction in this area — was passed and a series of treaties were concluded between Canada and various Indian bands across the country. Federal jurisdiction for Indian people under the *B.N.A. Act* was subsequently (in 1939) interpreted by the courts to apply to Inuit as well.

Laws and Regulations

- Indian Act
- James Bay and Northern Quebec Native Claims Settlement Act
- Indian Oil and Gas Act
- Yukon Act
- Northwest Territoires Act
- Land Titles Act
- Public Land Grants Act
- Canada Land Surveys Act, Part III
- Territorial Lands Act
- Northern Inland Waters Act
- Northern Flood Agreement
- Arctic Waters Pollution Prevention Act
- Dominion Water Power Act
- Oil and Gas Production and Conservation Act
- Yukon Placer Mining Act
- Yukon Quartz Mining Act
- Northern Canada Power Commission Act
- Alberta Natural Resources Act
- British Columbia Indian Reserves Mineral Resources Act
- Canada Oil and Gas Act
- Caughnawaga Indian Reserve Act
- Department of Indian Affairs and Northern Development Act
- Fort Nelson Indian Reserve Minerals Sharing Act
- Indian Lands (Settlement of Differences) Act
- Indian (Soldier Settlement) Act
- Lac Seul Conservation Act
- Lake of the Woods Control Board Act
- Manitoba Natural Resources Act
- Manitoba Supplementary Revisions Act
- New Brunswick Indian Reserves Agreement Act
- Nova Scotia Indian Reserves Agreement Act
- Railway Belt Act
- Railway Belt and Peace River Flood Act
- Railway Belt Water Act
- Refunds (Natural Resources) Act
- St. Peters Indian Reserve Act
- St. Regis Indian Reservation Act
- Saskatchewan and Alberta Roads Act
- Saskatchewan Natural Resources Act
- Songhees Indian Reserve Act
- Northern Mineral Exploration Assistance Regulations
- Prospector's Assistance Terms and Condition Orders

Overall Responsibilities

Within this legislative framework, the Department has a number of interlocking responsibilities and objectives: (a) to initiate, encourage and support measures that will respond to the needs and aspirations of the Indian and Inuit people, and will improve their social, cultural and economic well-being; (b) to encourage the orderly economic and political development of the Yukon and the Northwest Territories, and to co-ordinate all federal activities in the two territories; (c) to ensure that lawful obligations to Indian people are met, and to settle native claims relating to traditional native use and occupancy of land in those areas of Canada where this traditional use has not been extinguished by treaty or superseded by law.

Organization

The Department is organized into five operative program areas: Indian and Inuit Affairs; Northern Affairs; Office of Native Claims; Finance and Administration (including Personnel Services); and Corporate Policy.

Key Contacts

The Department encourages those who request information to utilize the present lines of communication described below since the intent is to make available as much information as possible through informal channels.

General departmental information is provided by the Communications Branch, the Departmental Secretariat and the Publications Enquiries Unit at Headquarters. The Publications Enquiries Unit publishes a Directory of Publications, which is available on request. Contact may be made in person, by telephone or in writing at one of the following addresses:

Communications Branch,
Department of Indian Affairs and Northern Development,
Ottawa, Ontario
K1A 0H4

Departmental Secretariat,
Department of Indian Affairs and Northern Development,
Ottawa, Ontario
K1A 0H4

Publications Enquiries Unit,
Communications Branch,
Department of Indian Affairs and Northern Development,
Ottawa, Ontario
K1A 0H4

A new toll-free across-Canada INWATS information line has been set up in the public enquiries unit in Ottawa. This number, 1-800-567-9604, is designed to assist the general public in obtaining information about the Department.

The Departmental Library and documentation/references centres are located in Les Terrasses de la Chaudière, Hull, Quebec, as follows:

Departmental Library
14th Floor
Les Terrasses de la Chaudière
Telephone: (819) 997-0799

The departmental library has information on the following subjects: Indians of North America, Inuit, the Canadian North, Canadian and American history, anthropology, economic development, sociology and natural sciences.

Treaties and Historical Research Centre
19th Floor
Les Terrasses de la Chaudière
Telephone: (819) 994-1182

The Research Centre has information on the following: historical material on Canadian Indian treaties, claim processes and mechanisms; the *Indian Act* and related subjects; Native law.

Indian and Inuit Affairs Program Reference Centre
17th Floor
Les Terrasses de la Chaudière
Telephone: (819) 997-9117

The Reference Centre contains material on the following: statistics, genealogy, history of the Canadian Indian and Inuit.

Northern Statistical Information Centre
6th Floor
Les Terrasses de la Chaudière
Telephone: (819) 997-0550

The Statistical Information Centre covers a broad spectrum of socio-economic and demographic information pertaining to the Yukon and Northwest Territories.

Mining Geology Microfilm Centre
7th Floor
Les Terrasses de la Chaudière
Telephone: (819) 997-0911

The Centre has data of a geological nature covering the Yukon and Northwest Territories.

Public Review Documentation Centre
9th Floor
Les Terrasses de la Chaudière
Telephone: (819) 997-9333

The Documentation Centre has information on the following: current and historical materials dealing with northern hydrocarbon transportation proposals by land and sea and analysis and assessments of their social, economic and environmental impacts, with emphasis on the Yukon and Northwest Territories.

Inuit Art Research and Documentaion Centre
9th Floor
Les Terrasses de la Chaudière
Telephone: (819) 997-9440

The Centre has material dealing with Inuit arts and crafts.

Access Procedures

The Departmental Co-ordinator for Access to Information oversees the administration of the access to information function in the Department, including the preparation of the departmental entry in the Access Register, service to the public for access to information, the determination of exemptions and third-party notifications, responses to enquiries from the Information Commissioner, appeals before the Federal Court and the report to Parliament. For all formal requests for access to departmental records holdings, requesters should complete the Access to Information Request Form available at national, regional and district offices. The form should be submitted in person to the DIAND office where it was acquired or mailed to the Office of the Departmental Co-ordinator in Ottawa.

Records material is maintained in national headquarters, regional and district offices located throught Canada. The method of accessing records may vary according to the nature of the record medium, the type of request for access and the record location.

Enquiries concerning the administration of the *Access to Information Act* in the Department and formal requests should be addressed to:

Office of the Departmental Access and Privacy Co-ordinator
Ottawa, Ontario
K1A 0H4
Telephone: (819) 997-0307

Corporate Policy

The mandate of Corporate Policy is to ensure that the Department's policies are coherent, consistent with the Minister's and Government's priorities and effective in meeting clients' needs. Corporate Policy's responsibilities include strategic planning, co-ordination of policy both within the Department and with other departments and central agencies, development of substantive policies on a wide range of issues, management of the Department's participation in the ongoing constitutional process, inter-governmental relations with the provinces, program evaluation, research, and parliamentary relations.

The Corporate Policy Sector is organized into three branches: Policy, Research and Evaluation. The Policy Branch includes five Directorates: Policy Planning and Development, Constitutional Affairs, Intergovernmental Affairs, the Quebec Claims Implementation Secretariat and Policy Co-ordination.

Policy Branch

Policy Planning and Development Directorate

The Directorate is responsible for the strategic plan and overview which indicate the major directions and overall policy framework for the Department; for the operational plan for Corporate Policy; and for developing policies on a wide range of issues which are central to the Department's mandate.

Classes of Records

Policy Development
INA-10
Description: The assessment and the development of policies in an integrated fashion consistent with broad government priorities, departmental objectives and client needs. *Topics: Indian Act* revision; national policies on topics such as fisheries, taxation, international issues.

Policy Planning
INA-20
Description: Production of departmenal strategic planning documents. *Topics:* Strategic overview; strategic plan; corporate policy operational plan summary; policy branch work plans.

Policy Co-ordination Directorate

The Directorate is responsible for providing briefings and other assistance to the Deputy Minister and Minister in relation to their responsibilities to Parliament and as participants in the Cabinet committee system; and for ensuring that responses to the Minister's and Deputy Minister's correspondence are timely and accurately reflect departmental policies.

Policy Co-ordination
INA-30
Description: Co-ordination of briefings for the Minister and Deputy Minister in relation to Parliament, meetings of Cabinet and meetings with other governments. *Topics:* Briefing materials and advice on policy processes within the Department, including interprogram and interdepartmental consultation; also, management documents for use in planning, tracking and participating in policy initiatives in the Department and in other departments.

Constitutional Affairs Directorate

It is the Directorate's responsibility to direct and co-ordinate DIAND's contribution to the on-going constitutional process to define the rights of Canada's aboriginal peoples, and additionally to direct and co-ordinate DIAND's contribution to the definition of aboriginal/Indian Self-Government and continuing involvement in subsequent activities flowing from these decisions.

Classes of Records

Constitutional Process and Self-Government
INA-35
Description: Subject issues include Indian/Aboriginal self-government, equality, lands and resources, aboriginal title/rights, treaties/treaty rights, funding (constitutional/Indian self-government/framework legislation), discrimination. *Topics:* Committees, procedures and meetings; FMC aboriginal participants; provincial and territorial organizations; native associations; provinces and territories; aboriginal and treaty rights; self-government; land claims; land and resources; service delivery; legal and constitutional issues; briefings.

Intergovernmental Affairs Directorate

The Directorate is responsible for managing the Department's intergovernmental relations with the provinces and ensuring the consistent application of policies in an intergovernmental context.

Manuals

- British Columbia Region Administrative Circular on Policy, Research and Consultation Funds

Classes of Records

Intergovernmental Affairs
INA-40
Description: Discussion with provincial governments and Indian associations on priority topics of mutual concern to all parties. *Topics:* Consultations, negotiations and agreements between federal and provincial governments and Indian associations on topics such as policing, hunting/fishing rights, environmental and development impacts.

Quebec Claims Implementation Secretariat

The responsibilities of the secretariat include reviewing provisions of the James Bay and Northern Quebec Agreement and the Northeastern Quebec Agreement and assessing if federal obligations are being met. The secretariat responds to complaints that obligations are not being met and co-ordinates work by DIAND and other departments/agencies to ensure that federal obligations are met.

Manuals

- James Bay and Northern Quebec Agreement (JBNQA)
- Northeastern Quebec Agreement
- JBNQU Implementation Review (1982)
- Cree/Naskapi (of Quebec) Act

Classes of Records

Quebec Claims Implementation
INA-45
Description: Subject issues include Inuit economic development, training and relocation; Cree/Naskapi relocation, band creation, education, economic development, capital and infrastructure development. *Topics:* Killiniq; Great Whale; Economic development - Inuit; Economic development - Cree/Naskapi; Kawawashikamach; electricity; schools and housing - Inuit; five year plan - Cree Indians; *Cree/Naskapi Act.*

Evaluation Branch

This Branch provides the focus for the periodic and independent review and assessment of a program or program components. Program evaluation examines the relevance of programs in light of present circumstances, their effectiveness, and how they might be improved. The evaluation function is an important element in the government-wide Policy And Expenditure Management System (PEMS).

Manuals

- Departmental Evaluation Policy (1982)
- D/D 10-5 (Part 17, Section 1) — February 1980 — Departmental Audit and Evaluation Committee

Evaluation
INA-50
Description: The evaluation of existing departmental programs and the structuring of evaluation criteria for proposed programs. *Topics:* Education, social services, economic and employment development, community services, cultural programs, renewable and non-renewable resources, northern economic development and environmental protection.

Research Branch

This Branch supports, directs, co-ordinates and conducts research and disseminates research findings in support of departmental goals and priorities. It is also responsible for administering funds to Native groups to support research related to the claims resolution and *Indian Act* revision processes, and for making available special research and advisory services to Native and other client groups.

Manuals

- D/D 15 Legal Opinions

Classes of Records

Research
INA-60
Description: Undertaking and supporting research related to policy and program issues and supporting the claims settlement process. *Topics:* Research grants; research contracts; research projects; studies and surveys; research services and advice on specific historical or claims situations; financial arrangements to enable Indian participation in the federal government's claims resolution and *Indian Act* revision processes.

Operational Program Areas

Indian and Inuit Affairs Program

The Indian and Inuit Affairs Program assists Indian people who come within the provisions of the *Indian Act* ("status" Indians, of which there are approximately 303,000 in Canada) and Inuit in Northern Quebec and Labrador (numbering approximately 7,500), to achieve their expressed social, economic and cultural goals within Canadian society.

The Program administers the statutory commitments defined by the *Indian Act*, including the registration of Indian people, matters concerning reserve lands and other Indian resources, and band elections; and implements the administrative measures needed to ensure that the federal government's lawful obligations to Indian people are met. In terms of organizational structure, these functions are administered in five main program areas: reserves and trusts; housing and band support; education and social development; program planning and policy co-ordination; and resource, economic and employment development.

As a reflection of the Department's changing role from one of direction to one of support, the Program works closely with Indian band councils, and Indian and Inuit communities to encourage the continued growth of community self-determination.

The Program has a Regional Information Adviser in each of its seven regional offices south of 60°.

Regional Offices

British Columbia Region

Indian and Inuit Affairs Program
800 Burrard Street, Suite 1000
P.O. Box 1000
Vancouver, British Columbia
V5Z 2J3
Telephone: (604) 544-5206

Alberta Region

Indian and Inuit Affairs Program
9942-108th Street, 3rd Floor
Edmonton, Alberta
T5K 2J5
Telephone: (403) 420-2839

Indian Minerals (West)
Government of Canada Building
Room 654
P.O. Box 2924, Station M
220, 4th Avenue S.E.
Calgary, Alberta
T2P 2M7
Telephone: (403) 231-5625

Saskatchewan Region

Indian and Inuit Affairs Program
2332-11th Avenue
Regina, Saskatchewan
S4P 2G7
Telephone: (306) 359-5949

Manitoba Region

Indian and Inuit Affairs Program
275 Portage Avenue, 11th Floor
Winnipeg, Manitoba
R3B 3A3
Telephone: (204) 949-4928

Ontario Region

Indian and Inuit Affairs Program
55 St. Clair Avenue East., 5th Floor
Toronto, Ontario
M4T 2P8
Telephone: (416) 966-5544

Indian Minerals (East)
Suite 302, 1 Front Street West
Toronto, Ontario
M5J 1A4
Telephone: (416) 369-4615

Quebec Region

Indian and Inuit Affairs Program
320 Saint-Joseph Street East
P.O. Box 3725, Saint-Roch
Quebec, Quebec
G1K 7Y2
Telephone: (418) 694-3270

Atlantic Region

Indian and Inuit Affairs Program
40 Havelock Street
P.O. Box 160
Amherst, Nova Scotia
B4H 3Z3
Telephone: (902) 667-3818

Indian and Inuit Affairs Program
Federal Building
Main Street
P.O. Box 4100
Whitehorse, Yukon Territory
Y1A 3S9
Telephone: (403) 667-7855

Indian and Inuit Affairs Program
4914 — 50th Street
Bellanca Building
P.O. Box 2760
Yellowknife, Northwest Territories
X0E 1H0
Telephone: (403) 920-8275

Reserves and Trusts Branch

This Branch ensures that treaty obligations and trust responsibilities concerning lands, estates, natural resources, band funds and membership are fulfilled. It administers those sections of the *Indian Act* that deal with band elections, referenda, by-laws, estates and lands, and provides management and entrepreneurial expertise to Indian bands in response to band council requests for the development of band-owned mineral resources. The Branch is divided into five Directorates: Indian Minerals Directorates (East and West); Lands; Legal Liaison and Support; Membership and Statutory Requirements; and Office of the Senior Resources Advisor.

Indian Minerals Directorates (East and West)

These Directorates identify, manage and provide for the development of mineral resources of Indian lands under the authority of the *Indian Act*, the *Indian Oil and Gas Act*, the *Indian Mining Regulations*, the *Indian Oil and Gas Regulations* and other applicable guidelines. This

process is carried out in direct collaboration with Indian band councils. The Directorate assists in providing mineral-information orientation training, placement and counselling services to Indian bands and advises departmental officials and other government agencies on all matters concerning mineral information.

Classes of Records

Oil and Gas
INA-100
Description: Oil and gas resources on Indian lands. *Topics:* All matters relating to the control, development and management of oil and gas.

Mineral Resources
INA-120
Description: Mineral resources on Indian lands. *Topics:* The control, development and management of mined metallic and non-metallic minerals, quarried minerals, sand, gravel and groundwater.

Lands Directorate

This Directorate manages the Department's responsibilities under the *Indian Act* of Crown-owned land set aside for the use and benefit of Indian bands, including the fulfillment of treaty obligations, maintaining the land registry and administration of Indian estates.

Manuals

- Land Registry Practices Manual
- Indian Estates Manual
- Land Transactions Manual

Classes of Records

Lands
INA-140
Description: Agreements; individual land holdings and estates; islands; land sales, leases; rights-of-way; surveys; and reserves.

Natural Resources
INA-160
Description: The control, development and management of natural resources, such as forest and furs; the rights to Indians for fishing, hunting, and trapping.

Legal Liaison and Support Directorate

This Directorate provides a legal liaison and support service to the program and the Department of Justice with respect to litigation brought by or against the Crown involving Indian lands, monies or minerals.

Membership and Statutory Requirements Directorate

This Directorate administers the membership provisions of the *Indian Act* and maintains the *Indian Register;* administers the enfranchisement provisions of the *Indian Act* and the funds held for enfranchised minors and Indian children adopted by non-Indians; provides statistical information concerning registered Indians for computer application; and trains band employees to assume the local administration of band membership.

Manuals

- Guide for Membership Administrators

Classes of Records

Indian Band Membership
INA-200
Description: Contains information and documentation pertaining to the membership of persons in Indian bands under the *Indian Act*. *Topics:* Subjects include determination of the entitlement to claim Indian status, Indian enfranchisement protests, marriage to non-Indians, transfer between bands, legitimation of births and divorces. *Special Access Note:* The name of the band concerned should be included with each request.

EDP Systems

- Indian Membership System: Records information on vital events, e.g., births, deaths, adoptions, marriages, divorces, entered on the Indian Register creating a permanent record of the approved status of all registered Indians and establishing their membership in a particular band. Also records information on the name of the registered individual, the name of his or her band and the band number and/or off-reserve residence.
- Indian Demographic Statistics (Sub) System: Produces vital statistics and other demographic data from the Indian Membership System.

Office of the Senior Resources Adviser

The Office of the Senior Resources Adviser provides liaison with the Indian Minerals Directorates (East) and (West) and is responsible for policy and program development for both mineral and forestry responsibilities. Input from both field directorates is co-ordinated through the Senior Resources Adviser's Office for on-the-spot information/advice required by the Minister and other senior officials on all mineral resource matters. Forestry topics require liaison with all regional and district offices involved in forest activity on Indian lands.

Classes of Records

Legislation, Policy and Program Development Information
INA-210
Description: Resource data and relevant federal, provincial and private sector program and policy information which might affect or influence the administration and management of natural resources on Indian lands.

Housing and Band Support Branch

This Branch provides assistance for Indians living on reserves to apply for a ministerial guarantee of a housing loan from Canada Mortgage and Housing Corporation (CMHC) approved lenders, as defined in the *National Housing Act* for low-income rental housing projects on reserves. Band Support encourages local control of, and accountability for Indian programs and services. The Branch is divided into four Directorates: Band Support; Housing; Capital Management; and Band Training and Advisory Services.

Band Support Directorate

This Directorate encourages local control of, and accountability for, Indian programs and services by promoting the growth of sound local administration to provide bands with increased capacity for the planning and management of their own affairs.

Manuals

- Terms and Conditions for Contribution Arrangements
- Local Government Authorities Manual
- Program Circular D-1 on Indian Local Government
- Program Circular D-2 on District Councils
- Program Circular D-4 on Band Operated Local Services

- Program Circular D-5 on Band Employee Benefit Plans
- Program Circular D-5-1 Band Employee Benefits Operational Guidelines
- Program Circular D-6 on Band Support Funding
- Program Circular Appendix D-6-1 on Band Support Funding Operational Guidelines
- Local Government Program Development Manual (British Columbia Region)
- Local Government Finance Manual (British Columbia Region)
- Guidelines for Band Councils (British Columbia Region)

Classes of Records

Band Management and Funds
INA-220
Description: Band local services; legal opinions; Orders-in-Council; cabinet documents, Treasury Board submissions, contribution arrangements; association support; community based planning, band support funding and band employee benefits. *Topics:* Policy; eligibility; program descriptions; terms and conditions; funding formula/criteria; administrations; and operational guidelines.

Housing Directorate

This Directorate provides assistance for individual Indians or to Indian band councils living on Indian reserves or designated Indian Settlements to apply for ministerial guarantees of individual housing loans or for band-owned rent-to-income housing projects. Also provides assistance for individual Indians living off-reserve to apply for housing loans and DIAND subsidies.

Manuals

- Program circulars J-1 to J-5 on Indian Housing Programs
- Terms and Conditions Respecting the Housing of Individual Indians on Reserves — P.C. 1980-2753
- Terms and Conditions on Housing Regulations — P.C. 1981-810
- National Housing Act
- Off-Reserve Housing Regulations
- Rental Housing, (British Columbia Region)
- Residential Rehabilitation Assistance Program (RRAP)
- Guidelines (British Columbia Region)
- On-Reserve Housing Operating Manual (British Columbia Region)

Classes of Records

Housing
INA-240
Description: Housing assistance for individual Indians or to Indian band councils. *Topics:* Housing loans; construction or renovations of houses on and off reserves or designated Indian settlements.

EDP Systems

- Indian Off-Reserve Housing System: Provides information on mortgages, foreclosures and forgiveness transactions for Indians and Inuit domiciled off reserves.

Capital Management Directorate

This Directorate develops facilities in Indian and Inuit communities geared to community health and safety needs such as sewer, water, electricity, garbage collection, fire prevention services and road development. Also assists federally- and band-operated schools and joint school agreements with the provinces.

Manuals

- Capital Planning Process (British Columbia Region)
- How to Get Project Approvals (British Columbia Region)

Classes of Records

Community Services and Facilities
INA-260
Description: Community services and facilities for Indian and Inuit communities. *Topics:* Community health and safety needs such as sewers, water, electricity, garbage collection, fire prevention services, road development, and school facilities.

Band Training and Advisory Services Directorate

This Directorate provides band members with the skills they need to manage band affairs and community-based socio-economic development activities, and to develop leadership potential in Indian communities.

Classes of Records

Training Indian Bands
INA-280
Description: Training of Indian bands, including course development, namely educational and local government management courses.

Education and Social Development Branch

This Branch ensures that Indians and Inuit can obtain the knowledge and skills which respond to their needs through the provision of a full range of educational services, and assists Indian and Inuit individuals and families to obtain access to welfare services and assistance, in order for them to function in and contribute to their communities and Canadian society.

This Branch is divided into two Directorates: Education and Social Development.

Social Development Directorate

This Directorate provides funds for social assistance and related services, also for administering and purchasing child and family welfare services, adult care rehabilitation services. Advice and training to assist Indian communities in administering their own services are also provided.

Manuals

- National Standards for the Social Assistance Program, with Corresponding Regional Manuals
- National Standards for Child Welfare and Adult Care

Classes of Records

Social Development
INA-300
Description: Covers subjects relating to social development of Indians including assistance and services provided to Indian individuals, namely income support, family and children's services and rehabilitation.

EDP Systems

- Social Assistance System: Provides financial information on social assistance extended to Indians.

Education Directorate

This Directorate ensures that on-reserve Indian children have access to elementary and secondary schooling throughout the ordinary school

years; and administers kindergartens and supports Indian students in extensive vocational training and academic education beyond high school. It operates student residences, administers a boarding home program and provides counselling. It assists cultural education centres and provides grants to Indian writers and artists.

Classes of Records

Education
INA-310
Description: Subjects relating to educational programs for meeting the educational needs of Indian and Inuit people. They include assistance to students, educational programs, surveys and studies, development of curriculum.

EDP Systems

- Indian Education System: Records personal statistical information about every Indian student in the country, such as, current grade, age, school attended and reasons for leaving school, thus providing a history of individuals' movements through schools.
- Continuing Education Information System: Provides statistical and financial information on Indian students in post secondary institutions receiving educational assistance through the Department.

Resource, Economic and Employment Development Branch

The activities within this Branch reflect the developmental mandate of the Department with respect to Indian and Inuit individuals and communities. By supporting the development of individuals, the economy and the community, significant improvements will be made to the quality of the Indian and Inuit living environments. The elements composing the Branch are business development, employment development, employability development, community development support and program management, which facilitate and support Indian bands and Inuit communities in their efforts to obtain a greater degree of economic independence, develop a viable economic and employment base and improve the quality of their living environments. The Branch is divided into six Directorates: Economic Policy and Analysis; Employment and Training; Business Development and Financing; Institutional Development; Resource Development and Manitoba Resource Development Impacts.

Economic Policy and Analysis Directorate

This Directorate is responsible for developing national policies to promote long-term employment and economic self-reliance of Indian communities.

Classes of Records

Economic Policy and Analysis
INA-320
Description: The planning and developing of programs, surveys, studies and research designed to identify and demonstrate the importance of certain factors in the promotion of economic development affecting the Indian and Inuit communities. *Topics:* Agriculture; arts and crafts; employment; financial programs; natural resources.

Employment and Training Directorate

This Directorate co-ordinates and/or delivers a range of job creation initiatives for the employment of Indians and Inuit and supports Indian and Inuit planning to access both on- and off-reserve employment opportunities. The Directorate also encourages and supports the efforts of individual Indians and Inuit to acquire and maintain the levels of occupational skills essential to the maintenance of equal opportunities for employment. The Directorate achieves its objectives through two distinct functional units, employment and training.

Classes of Records

Employment Development
INA-330
Description: Subjects relating to community employment programs for Indian communities; also information on work programs, opportunities and training. *Topics:* Employment related training and mobility; employment development.

Business Development and Financing Directorate

This Directorate provides Indian and Inuit individuals, bands, communities and organizations engaged in the primary, secondary and tertiary sectors with a source of finance in the form of loans, loan guarantees and contributions; also provides a source of technical and managerial assistance.

Classes of Records

Business Development and Financing
INA-340
Description: Information available on records of the Indian Economic Development Fund and the control and evaluation of fund transactions. *Topics:* Business and industry; consultant services, real estate, loans.

Institutional Development Directorate

This Directorate provides a source of financial and technical support for Indian and Inuit communities involved in the establishment and operation of economic development institutions.

Classes of Records

Institutional Development
INA-350
Description: Records are kept on the financial and technical support to Indians and Inuit communities involved with economic development institutions and corporations.

Resource Development Directorate

This Directorate helps Indian communities deal with the social, economic and environmental impacts of major industrial and resource development projects, as well as aiding Indian communities in developing their own resource development projects.

Classes of Records

Resource Development
INA-360
Description: Hydro dams, heavy oil extraction; coal and metal mining; pipelines; structural minerals.

Manitoba Resource Development Impacts Directorate

This Directorate provides advice and assistance to Manitoba Indian Bands impacted by major development, primarily related to the Northern Flood and Grand Rapids Forebay Agreements.

Classes of Records

Manitoba Resource Development Impacts
INA-370
Description: Advice and assistance to Manitoba Indian Bands on major resource development. *Topics:* Flood and water control; resource development impacts.

Program Planning and Policy Co-ordination Branch

This Branch manages the process of operational planning with respect to program activities by providing direction to the regions in the development of the operational plan; ensuring that the activities of the program branches are consolidated into operational plans, including the development of appropriate monitoring, reviewing and reporting systems; and ensuring that policy developments, federal government agreements and external projects and activities are included in the operational planning process. The Branch is divided into three Directorates: Policy Co-ordination and Band Government Development; Program Planning; and Program Services.

Policy Co-ordination and Band Government Development Directorate

This Directorate develops and co-ordinates policies and initiatives to assist bands to become self-governing and to encourage Indian community-based development. It ensures liaison between the Indian and Inuit Affairs Program and the Corporate Policy Sector in all matters pertaining to revisions of the *Indian Act* and the development of legislation to enable Indians to attain self-government.

Classes of Records

Policy Co-ordination and Band Government
INA-400
Description: Co-ordination of Indian band government policy and implementation of land claims settlement, Indian and Inuit Affairs Program (IIAP) input to the drafting of Indian band government legislation and revision of th *Indian Act*. *Topics:* Local Indian government policy co-ordination (e.g., District Councils); *Indian Act* revision; Indian band government legislation; implcmentation of claims settlement co-ordination (e.g., James Bay).

Program Planning Directorate

This Directorate designs and co-ordinates processes in the Indian and Inuit Affairs Program for operational planning, work planning, monitoring and control, and related management practices.

Program Services Directorate

This Directorate manages the Department's extensive Indian Art Collection, including curatorial, acquisition and exhibiting functions; the Program Reference Centre, including genealogical services, the Program Secretariat functions, both departmental and program in scope, and an independent special project capability serving as a Program/ADM personal support, and a monitoring and control function related to specialized program activities in line with self-government (bilateral process) initiatives. The Directorate co-ordinates the Directory of Services, Directives Management, and Demographics Statistics support functions for the program. The Directorate areas discuss and negotiate with senior officials of bands and associations, private industries and other government and departmental agencies. The Directorate also provides an information co-ordination function for the Indian and Inuit Affairs Program on matters related to program wide issues.

Classes of Records

Statistical and Reference Manual
INA-440
Description: This manual contains statistics, genealogy for Indians and information on the history of the Canadian Indian and Inuit. *Topics:* Statistical information; in-house reports; unpublished research documents and papers; policy statements; procedures and guidelines; genealogical and related historical information; Orders in Council; Treasury Board minutes and circulars; program delegations of authority relating to the Indian and Inuit Affairs Program and annual reports.

Regional Desk Books/Band Fact Sheets
INA-460
Description: The Regional Desk Books are compendiums of current band and regional information, compiled and updated regularly by the unit from existing information systems. *Topics:* Statistical information relating to band population; housing; facilities; socio-economics; education; grants/contributions; band funds; communication/transportation; regional profiles of the departmental organization and its officials; financial summary; native organizations; regional maps.

Northern Affairs Program

The Northern Affairs Program assists the social, cultural, political and economic development of the Yukon and the Northwest Territories, with particular emphasis on the needs of native northerners and the protection of the fragile northern environment. It carries out these responsibilities directly, as well as through the auspices of the governments of the Yukon and the Northwest Territories. Northern Affairs Program activities are directed toward assisting the territorial government (with federal funding support) to provide services to northern residents, to protect and enhance the northern environment and develop northern recreational opportunities; to manage the natural resources of the North and stimulate economic development and employment opportunities for northern residents; co-ordinating all federal government activities in the two territories; and further developing structures of self-government in the North.

The Program consists of three main areas of activity: Northern policy and programming; renewable resources and the northern environment; and northern resources and economic planning. The Program has a Public Affairs Manager in its Yukon and Northwest Territories regional offices.

Mailing Address:

Northwest Territories Region

Northern Affairs Program
4914-50th Street
Bellanca Building
P.O. Box 1500
Yellowknife, Northwest Territories
X1A 2R3
Telephone: (403) 920-8188

Yukon Region

Northern Affairs Program
200 Range Road
Whitehorse, Yukon Territory
Y1A 3V1
Telephone: (403) 668-5151

Northern Policy and Programming Branch

This Branch provides the focus within the Department for inter-departmental efforts to co-ordinate federal and territorial policies and programs affecting Canada's North. It is responsible for policy development and evaluation, northern research and special social, cultural and economic development programs for northern Inuit. The Branch is divided into four Directorates: Northern Policy; Northern Co-ordination and Social Development; Office of the Science and Research Adviser; and Norman Wells Project.

Northern Policy Directorate

This Directorate examines major selected issues and proposed policy positions relating to the Department's responsibilities regarding northern affairs. It analyzes and advises on broad policy issues and leads study groups for special assignments relating to policy matters.

Manuals

- Annual Northern Expenditure Plan Procedures Manual

Classes of Records

Policy Development
INA-500
Description: These records contain policy analysis and development. *Topics:* General range of policy issues relating to the federal responsibility in the North.

Program Plans and Planning
INA-520
Description: A complete source of information on all aspects of government activity in the Yukon and Northwest Territories. *Topics:* Long-range planning; operational planning and plans; strategic planning, work plans and government activities in the North by departments and agencies.

EDP Systems

- Expenditure System: Produces actual forecast and planned expenditures based on budget allocations, transfers received or disbursed, grants and contributions, loans and salaries by agencies operating in the North from the 1973-74 fiscal year to the present.

Advisory Committee on Northern Development
INA-540
Description: The support of the Advisory Committee on Northern Development. *Topics:* Sub-committees on communications, science and technology, transportation, finances, employment of native northerners, northern training programs, agendas, minutes.

Northern Co-ordination and Social Development Directorate

This Directorate plans and recommends federal policies concerning the constitutional development of the Yukon and Northwest Territories. It monitors and analyzes territorial legislation and programs, provides a contact point for the territorial government and develops policies and procedures for federal-territorial fiscal relations. It also provides specialist services in matters of Inuit culture, language, communications, art and business. The Directorate is also responsible for the public review of all hydrocarbon transportation projects north of 60°, both by land and sea. As such, it provides the focal point within the Department for the public review of hydrocarbon transportation applications north of 60°.

Manuals

- 1972 Pipeline Guidelines

Classes of Records

Territorial Government Administration
INA-560
Description: Plans and policies for the administration and development of the Yukon and Northwest Territories governments. *Topics:* Councils of the Yukon and Northwest Territories — debates, elections, members, rules, territorial ordinances and legislative programs. Public ordinances arranged by individual ordinance.

Federal-Territorial Agreements and Arrangements
INA-580
Description: Agreements and arrangements with the Yukon and Northwest Territories.

Cultures and Customs
INA-600
Description: The cultures and customs of Inuit people are outlined. *Topics:* Arts and crafts — production, collection, conservation, exhibitions, trademarks, Inuit artists' biographies; Inuit orthography; language and dialect; Inuit music; books and publications about and by Inuit.

Health and Social Services
INA-620
Description: Health services and social services provided or available to native people in the North. *Topics:* Hospitals and nursing stations.

Education
INA-640
Description: Educational programs designed to raise the educational level of the native people of the North. *Topics:* Adult education - educational assistance; special and vocational training; language training; teachers and teaching; counselling and guidance; facilities and transportation.

Justice and Law Enforcement
INA-660
Description: Appointments of judges; justices of the peace; police magistrates; juvenile delinquents; vandalism; police services; legal aid; prisons and prisoners; studies, surveys, reports and statistics.

International Affairs and Relations
INA-680
Description: International affairs and relations with foreign countries. *Topics:* Arctic science co-operation; human rights; marine science.

Cultural Grants
INA-700
Description: Grants to outside organizations and individuals for the advancement of the Inuit culture. *Topics:* Exhibit opening and catalogues, arts and crafts, study tours and workshops, arts, music, theatre, dance, films, literature, languages, newspapers, anthropological, sociological studies and tours.

Pipelines
INA-720
Description: The use of pipelines or tankers in the transportation of oil and gas. *Topics:* Pipeline proposals; Polar Gas Project; Arctic Pilot Project; Norman Wells Project; Esso Beaufort Oil Pipeline.

Tankers
INA-740
Description: The use of icebreaking tankers to transport oil or liquid natural gas from the Beaufort Sea or Arctic Islands is outlined. *Topics:* Dome Petroleum; Beaufort Sea Developments; Arctic Pilot Project; Norman Wells Project; Trans-Canada Liquefied Natural Gas Project.

Office of the Science and Research Adviser

This Office is a northern research unit with roles in science support and scientific advice on matters of priority and concern to the Northern Affairs Program.

Classes of Records

Scientific Training Grants
INA-760
Description: All applications made since 1963 by the various Canadian universities in the Northern Scientific Training Grants Program. *Topics:* Training grants; Northern research.

Northern Laboratories
INA-780
Description: Information pertaining to the laboratories program, its daily management and the annual use of the labs. *Topics:* Igloolik Resource Centre; Inuvik Resource Centre.

Norman Wells Project

The 1981 Cabinet decision respecting the Norman Wells Project cited the Minister of Indian and Northern Affairs as the Minister responsible for co-ordination of regulation, planning and management of the project. To discharge this responsibility, the Department appointed a Federal Project Co-ordinator in early 1982, operating out of Yellowknife. The Co-ordinator promotes co-ordinated project management to reduce regulatory duplications; provides a visible focus for all project participants to air project concerns; monitors and reports on government and industry performance; and facilitates communication exchange in relation to the project.

Classes of Records

Oil and Gas — Transportation — Pipelines — Norman Wells
INA-790
Description: Information relating to the management and regulation of the Norman Wells project, including policy, environmental and socio-economic terms, conditions and studies. *Topics:* Contribution agreements; surveillance and monitoring studies and reports, committees and company socio-economic plans and business and employment opportunities.

Renewable Resources and Northern Environment Branch

This Branch co-ordinates and develops policies, plans and regulations to protect the environment of the Yukon and Northwest Territories and the adjacent offshore regions, and sponsors applied research in this field. It develops the policy framework for environmental assessment of northern development and engineering on the northern environment. It manages land, forest and water resources north of 60°, administers surface rights and environmental regulations for northern Crown lands and controls the use of land and water for hydro power developments of federal lands north of 60°. The Branch also administers the Environmental Studies Recovering Fund, whose function it is to fund necessary environmental and social studies related to oil and gas decision-making on Canadian lands. The Branch is divided into four Directorates: Northern Environmental Protection; Northern Renewable Resources; Northern Land Use Planning and the Environmental Studies Revolving Fund.

Northern Environmental Protection Directorate

This Directorate co-ordinates, develops and recommends policies, plans and regulations for environmental protection in the Yukon and Northwest Territories and in adjacent offshore regions. It reviews and assesses major offshore and onshore resource development proposals and engineering undertakings, and makes recommendations for appropriate environmental terms and conditions to be incorporated into departmental permits and licenses. It directs an applied research program and serves as a link between the Northern Affairs Program and the Federal Environmental Assessment and Review Office. A public register of environmentally screened projects, providing an assessment chronology of projects reviewed, is also maintained as part of the implementation of the federal Environmental Assessment and Review Process (EARP) in Northern Development.

Manuals

- Environmental Screening Guidelines

Classes of Records

Environmental Protection
INA-800
Description: The record contains information on the environmental protection of the Canadian North. It also includes a public register of environmentally screened projects, which is part of the implimentation of the federal Environmental Assessment and Review Process (EARP). *Topics:* Pollution and pollutants of air, land and waters; pollution causes — garbage, industry, oil and gas, pipelines, radioactive material, waste disposal; recreation areas; water; projects, regulations, reports, surveys and studies; offences and violations of environmental laws.

Wildlife
INA-820
Description: Animals — diseases, furs, hides, hunting, hunting licenses and permits, predator control, preserves and sanctuaries, traps and trapping, regulations, studies and surveys; birds — diseases, licenses, traps, regulations, studies and surveys; fish — culture, diseases, licenses, regulations, studies and surveys, reports; insects.

Environmental Studies Revolving Fund (IAND)

The Environmental Studies Revolving Fund (ESRF) funds environmental and social studies directly related to oil and gas exploration or development decision-making on Canadian lands. The fund is one of two created under the *Canada Oil and Gas Act*, Secion 49. The Fund, administered by this Department, as well as the one administered by Energy, Mines and Resources, operates on the basis of priority subjects struck by the Ministers involved and are funded by levies imposed on oil and gas interest owners.

Manuals

- ESRF Guidelines for Study Proposals
- ESRF Guidelines for Applications for Payment
- ESRF Guidelines for Levies

Classes of Records

Environmental Studies Revolving Fund (IAND) Studies
INA-830
Description: Environmental Studies Revolving Fund (IAND) Studies are outlined. *Topics:* Physical environmental effects on oil and gas activities; the interaction of such activities with living organisms on the land, in the sea and in the air; the research and development necessary to bring mitigating technologies into effect; the development of long-term biological monitoring; the socio-economic effects of oil and gas activities in terms of employment, training; waves; sea; bottom ice; scour; oil spill research and countermeasures; social issues north; social issues south; effect monitoring; icebergs; bottom sediment transport.

Northern Renewable Resources Directorate

This Directorate is responsible for the planning, conservation and management of the inland water resources of the Yukon and Northwest Territories and the Arctic sea waters adjacent to the mainland and islands of the Canadian Arctic. It regulates water use and licenses hydro electric power developments on federal lands north of 60°. It is also responsible for the protection, conservation and management of

surface rights on Crown lands in the territories. It conducts biophysical land resource inventories, regulates the surface use of land and controls the disposition of granular materials. As well, the Directorate is responsible for the protection and management of northern forest resources, including the cutting and removal of timber on territorial lands.

Manuals

- Fire Management Manual — Northwest Territories
- Fire Management Manual — Yukon Territory
- Territorial Lands Act (Yukon Region)
- Territorial Lands Regulations (pursuant to the Territorial Lands Act) (Yukon Region)
- Territorial Land Use Regulations (pursuant to the Territorial Lands Act) (Yukon Region)
- Territorial Timber Regulations (pursuant to the Territorial Lands Act) (Yukon Region)
- Yukon Forest Protection Ordinance (Yukon Region)
- Northern Inland and Waters Act and Regulations (Yukon Region)

Classes of Records

Lands
INA-840
Description: The protection, conservation, management and administration of territorial lands under the control of the Department are described. *Topics:* Territorial lands, legislation, land use - operations, Arctic land use, planning, inventory; surveys, mapping; reservations; roads, highways; airports, airstrips; recreation, parks; game preserves, sanctuaries, International Biological Program ecological sites; transfers; claims, Indian reserves; pipelines; railways; electric power development; transmission lines; communication facilities; sub-surface rights; studies, assessments; granular materials; waste collection; agriculture; townsites, settlements; group/guard (land identifiers); trespass, Northern Land Use Planning; Ports, Harbours. *Special Access Note:* Claims arranged by individual claims. Arctic land use projects arranged by project name.

EDP Systems

- Land Transaction System: Contains information on land disposition, including leases, sales agreements, permits and reserve lands.

Water Resources
INA-860
Description: Control, development and management of water resources in the North are included. *Topics:* Hydro power; hydrometric network; meteorological and water quality networks; licenses; regulations; studies and surveys; licenses arranged by location.

Forestry
INA-880
Description: Control, development, management and protection from fire, of forest resources in the North. *Topics:* Logs and logging; timber — cutting rights, reserves, sawmills, surveys and studies, transportation; accidents and, accident prevention and safety programs; forest fires — agreements, behaviour, detection, prevention, suppression and pre-suppression, research, reports; weather forecast and stations. *Special Access Note:* Permit information is available by permit number, name of permittee or location covered by the permit.

Northern Land Use Planning Directorate

The Directorate is accountable for the Department's role in implementing the land use planning program, for providing the secretariat support to the Policy Advisory Committee that provides advice to the Minister of DIAND on the operation of the program, and for functional support to the planning offices responsible for the conduct of planning in the Yukon and Northwest Territories. The Land Use Planning Program is evolving in its development but will incorporate a comprehensive program of regional land use planning to provide for the conservation, development and utilization of both the onshore and offshore components of land and its resources, as well as social, economic and political considerations.

Classes of Records

Comprehensive Land Use Planning for the Yukon and Northwest Territories
INA-890
Description: Compiled since the 1981 announcement of the Northern Land Use Planning Policy, this material covers the development and implementation of the program. *Topics:* Structure and organization; northern land use planning publication; planning appraisals; plan implementation; government/native/industry liaison; agreements, commissions; planning areas.

Northern Resources and Economic Planning Branch

This Branch is responsible for managing the proprietary interests of the federal government in non-renewable resources (including minerals) north of 60°; developing policies and programs for the northern transportation infrastructure; reviewing and advising on northern development strategies, policies and plans; developing statistical data and analyses for northern economic planning activities; formulating and co-ordinating plans for particular concerns in the North and implementing, in co-operation with the Territorial governments, programs to provide equality of opportunity for northern residents. The Branch is divided into three Directorates: Northern Economic Planning: Mining Management and Infrastructure; and Oil and Gas Management and Major Projects.

In addition, the Branch also includes the Senior Advisory and Review Board (SARB) Secretariat.

Northern Economic Planning Directorate

This Directorate directs and advises on formulation of economic development policies and strategies for the North; advises on energy policies and administers energy programs in the North; directs economic and financial analysis of resource development projects; advises on initiatives relating to the development of the native economy; administers a comprehensive data management program that collects, compiles and interprets socio-economic information pertaining to the northern territories; provides statistical analyses; directs and advises on programs of economic development agreements with the territorial governments to promote economic development; and directs and advises on socio-economic agreements with the mining and petroleum industries to maximize benefits to northern natives while minimizing negative impacts.

Classes of Records

Economic Development
INA-900
Description: Records contained outline the planning and development of programs to encourage economic development in the North. *Topics:* Agriculture; boating industries; northern businesses and co-operatives; employment and labour; fishing; forestry; industrial development — funds, loans; recreation and tourism; taxation and royalties; energy regulation, distribution and consumption; population growth and structure; northern native employment and relocation, and the social aspects of employment.

Socio-Economic Data
INA-920
Description: Collection, compilation and statistical interpretation of socio-economic data pertaining to the territories. *Topics:* Economic accounts; socio-demographic studies; native affairs; industry sector information; general economic development.

Employment
INA-940
Description: The information included outlines work force information on northern projects; employers; and socio-economic aspects of northern development. *Topics:* Employment and recruiting; counselling; unions; studies, surveys, reports and statistics; memoranda of understanding.

Mining Management and Infrastructure Directorate

The Mining Management and Infrastructure Directorate is responsible for functions similar to provincial departments of Mines and Transportation. The Directorate formulates policies; drafts legislation and regulations to promote orderly management and development of mineral resources in the Northwest Territories and Yukon; assesses the technical, economic, financial and social impacts of mineral projects, and liaises with the mining industry and other interested parties. In the field of transportation, it formulates transportation and communication policies; develops programs; and assesses transportation needs including roads and airstrips, in support of economic development in the North. The Directorate provides functional direction to DIAND regional offices and to senior departmental, interdepartmental and territorial officials, as well as to the mineral industry, labour and native organizations, on all mineral related matters; and carries out mining administration functions.

Manuals

- Yukon Quartz Mining Act
- Canada Mining Regulations
- Yukon Placer Mining Act
- Territorial Lands Act and Regulations
- Northwest Territories Resource Development Policy
- Granular Materials Off-shore Pricing Policy
- Territorial Coal Regulations (pursuant to the Territorial Lands Act) (Yukon Region)
- Territorial Dredging Regulations (pursuant to the Territorial Lands Act) (Yukon Region)
- Territorial Mining Safety Ordinance and Regulations (Yukon Region)
- Territorial Blasting Ordinance and Regulations (Yukon Region)

Classes of Records

Mineral Policy
INA-960
Description: Information on the development of policies to encourage exploration and orderly development of resources in northern Canada. *Topics:* Northern mineral policy; social-political-economic guide to investment in the mineral industry of the Northwest Territories and Yukon; employee benefits provided by mining operations in the Northwest Territories/Yukon; labour market relations; regional strategic plan Northwest Territories/Yukon; Mineral Policy — human dimension; native issues; regulatory review; fiscal regime; junior mining taxation; mineral tax incentives; mineral potential; domestic market agreements; further processing; CASHSIM; capital investment intentions survey; Cyprus Anvil Smelter Study.

Mining
INA-980
Description: The disposition and maintenance of mineral rights in the North are outlined. *Topics:* Accidents — prevention and safety; claims; coal; companies; dredging; exploration; exports; geology; inspections; maps and charts; prospecting and prospectors; placer mining (panning); quartz mining; recorders and agents; regulations; research, studies and surveys, reports and statistics; mining leases; territorial coal exploratory licenses; mineral production royalties; technical exploratory work reports. *Special Access Note:* Prospecting permits are arranged by individual and company name. Placer and quartz dispositions should be identified by claim name and grant number. (Published up-to-date claim reference maps displaying this information are available to the public for this purpose at nominal cost.) Coal and dredging dispositions should be identified by locality and owner.

Mining Engineering and Inspection
INA-1000
Description: The administration and enforcement of mine safety legislation in the Yukon. *Topics:* Inspection reports on mining safety, electrical safety, occupational environment, miners' medical certificates, blasting and magazine permits, and mine rescue certificates. *Retrievability:* Files arranged by name, owner and location of mine.

Exploration and Geological Services
INA-1010
Description: Production and dissemination of geological information on the Yukon. *Topics:* Published maps and reports, open-file maps and reports, including those submitted for representation work requirements. Also, specialized libraries for air photos and drill cores. *Special Access Note:* Filed by locality, name and owner of mineral property; publication title, author and publisher.

Roads
INA-1020
Description: Information outlined on the planning and management of a new roads policy in the two territories, taking into account economic, environmental and social impacts. *Topics:* Environmental studies; socio-economic considerations; incentives programs; finance; planning, design and construction; alternative modes of transportation. *Special Access Note:* Arranged by road or highway title and subdivided according to construction sub-activity or consideration.

Oil and Gas Management and Major Projects Directorate

This Directorate is responsible for the management of northern oil and gas resources of the Yukon and Northwest Territories, through co-ordination with the Canada Oil and Gas Lands Administration (COGLA). It ensures that northern policy objectives and concerns continue to be met and promotes and encourages the orderly exploration, development and conservation of the hydrocarbon and other mineral resources of the North, through the development and implementation of policies, programs, legislation and regulations, including the co-ordination of government activities relating to major development projects.

The Directorate is also responsible for the management and administration of the Norman Wells oil field under the 1944 Proven Area agreement.

Manuals

- Canada Oil and Gas Act
- Canada Oil and Gas Lands Regulations
- Canada Oil and Gas Drilling and Production Regulations
- Oil and Gas Production and Conservation Act

Classes of Records

Oil and Gas Lands

INA-1100

Description: Information on the control, development and management of oil and gas lands in the North. *Topics:* Norman Wells Proven Area Agreement; various oil and gas companies; standard data on expenditures and revenues; oil and gas policy in the North; project files.

Major Non-Renewable Resource Development Projects

INA-1120

Description: Files on the co-ordination of government activities relating to the assessment and, as appropriate, the implementation of major industrial projects to develop northern non-renewable resources. *Topics:* Oil and gas; individual development projects.

Hydrocarbon Development

INA-1160

Description: Hydrocarbon development planning and research activities, which are funded under the Northern Oil and Gas Action Program (NOGAP) and which are conducted by the federal and territorial governments. *Topics:* Oil and gas; environment; socio-economics; hydrocarbon transportation; planning and research.

Northern Regulatory Review Group

This group has the responsibility to review current northern regulatory and approval processes, and to make recommendations about the co-ordination of policies and regulations North of 60°.

Classes of Records

Northern Regulatory Review

INA-1180

Description: Reports, articles and correspondence about regulatory and approval processes North of 60°.

Canada Oil and Gas Lands Administration (COGLA)

The Canada Oil and Gas Lands Administration (COGLA) has been established to administer the federal regulation of oil and gas exploration and development on Canadian land. It is the principal point of contact for proponents respecting operational matters. COGLA, on behalf of the Minister of DIAND, negotiates exploration agreements, grants permits for drilling work, inspects drilling operations and negotiates related Canadian benefits plans for northern activity. The Administrator of COGLA reports to the Deputy Ministers of Energy Mines and Resources (EMR) and DIAND. Policy direction is provided by the Policy Review Committee, which includes senior personnel from both EMR and DIAND, thereby ensuring that oil and gas administration is consistent with both northern and energy policies.

General information on the Canada Oil and Gas Lands Administration may be obtained in person, by telephone or in writing from the following:

Administrator
Canada Oil and Gas Lands Administration
Department of Indian Affairs and Northern Development
Tower B, 355 River Road
Ottawa, Ontario
K1A 0E4
Telephone: (613) 993-3760

Classes of Records

Oil and Gas Lands

INA-1200

Description: The control, development and management of oil and gas lands in the North. *Topics:* Various oil and gas companies, agreements, leases, licenses and permits, records and statistics. *Special Access Note:* The name of the company should be included with each request.

EDP Systems

- Oil and Gas, Land Use and Land Accounting System: A large and complex system which maintains records of oil and gas land rights and associated financial information on the issuing of rights for oil and gas exploration and development in the North.

Oil and Gas Resources Evaluation

INA-1210

Description: Information on the control, development and management of oil and gas in the North is contained. *Topics:* Oil and gas exploration, evaluations, geology, geophysics, wells; studies and research, surveys, reports, statistics.

EDP Systems

- Oil and Gas Operations System: Contains geological well data, technical report data and financial information on Northern projects identified by lease or permit number.
- Oil and Gas Velocity Analysis System: Contains seismic shot point data and analyses of velocity trends, thus providing the capability for determining optimum locations for drilling wells.

Oil and Gas Engineering

INA-1220

Description: The control of drilling, production, conservation and transportation activities with respect to oil and gas development in northern Canada. *Topics:* Committees; oil and gas accidents; accidents — prevention and safety; companies; engineering; engineering — drilling offshore, drilling onshore, drilling wells, drilling authorities, production systems, reservoirs; oil and gas regulations; reports; oil and gas research, spills, surveys and studies, transportation pipeline.

EDP Systems

- Oil and Gas Engineering and Geological Well Data System: A system which maintains engineering and production data for approximately one thousand oil and gas wells in the North.

Office of Native Claims

The Office of Native Claims was established within the Department in 1974 to deal with the increasing number of native claims being presented to the federal government. The claims are described as either specific or comprehensive. Specific claims are based on grievances that Indian people might have about the federal government's past administration of Indian lands and other assets under the various Indian Acts affecting Indians and reserve lands, and about the government's fulfillment or interpretation of the Indian treaties. Comprehensive claims are based on grievances of Indians, Inuit and Métis pertaining to the loss of their traditional use and occupancy of lands in those parts of Canada where any native rights based on such traditional use and occupancy have not been extinguished by treaty or superseded by law.

The Office of Native Claims represents the Minister and the federal government as the focal point for both specific and comprehensive claim negotiations with native groups across the country. It also reviews claims that have been presented to the government, in order to identify and analyse the legal, historical and factual elements relating to the claims.

Native Claims
INA-1200
Description: Comprehensive and specific claims processing and negotiations are contained. *Topics:* Claims issues and negotiations, policy positions, compensation of claims, the claims process, the eligibility of groups submitting claims obligations, rulings, decisions and precedents, the hiring of consultants to conduct various services related to native claims.

Administration Area

The Administration Area is responsible for the provision of policy and direction and central advisory and administrative services to the Indian and Inuit Affairs Program, the Northern Affairs Program, the Corporate Policy Group and the Office of Native Claims. In terms of the Department's internal organization, it comprises Finance and Professional Services, Communications Branch, Personnel Branch, and Departmental Audit Branch.

Technical Services and Contracts Branch

This Branch is responsible for the technical planning, design, procurement, project management, technical operation, maintenance and contracting for real property facilities and other capital assets, by developing policies, standards, guidelines and systems related to these responsibilities. It provides technical advisory services, implements capital projects, fire protection and prevention, construction safety, and management of national programs with a high technical content. The Branch is divided into three Directorates: Professional Services; Contract Policy and Services Directorate; and Technical Services Directorate.

Manuals

- DRM 10-7 — Engineering, Architecture and Contracts Manual (established by D/D-6)
- DRM 10-3 — Contracts Manual

Professional Services Directorate

This Directorate is responsible for the provision of professional/technical services, including advisory services in the fields of engineering, architecture, landscape architecture and other technical support fields which are inherent in the planning, design, construction, technical operation and maintenance of all departmental physical facilities and implementation of technical systems.

Manuals

- Property for School Facilities on Indian Reserves (British Columbia Region)
- Minister's Responsibility Construction Activities on Indian Reserves and Lands (British Columbia Region)
- Terms of Reference to Project Officer (British Columbia Region)
- Guideline for Project Completion Report DRM No-7/42.7 (British Columbia Region)

Classes of Records

Buildings, Lands and Properties
INA-1300
Description: Includes the technical planning, design, construction, operation and maintenance of departmental facilities, energy conservation for buildings, utilities, electrical, gas, heating systems, garbage disposal, water and sewage systems; roads and bridges, site development and mobile equipment.

Contract Policy and Services Directorate

This Directorate is responsible for the provision of operational and advisory services related to the development and delivery of the contracting process, including such activities as tender call, requests for proposals, review of responses, contract awards, claims, disputes and contract administration covering construction, consulting and non-consulting contracts.

Classes of Records

Consulting and Non-Consulting Service
INA-1320
Description: Information is included on construction and service contracts, and the hiring of consultants. *Topics:* Includes all aspects of construction, consulting, non-consulting service contracts; tendering and contract awards; contract claims and disputes; contract training.

Technical Services Directorate

This Directorate is responsible for the provision of professional/technical/support services, including advisory services, in the area of project management, technical training of departmental and Indian band staff, fire prevention/protection and construction safety, engineering cost analysis, aerial photography, mapping, promulgation of technical publications and various other technical support services.

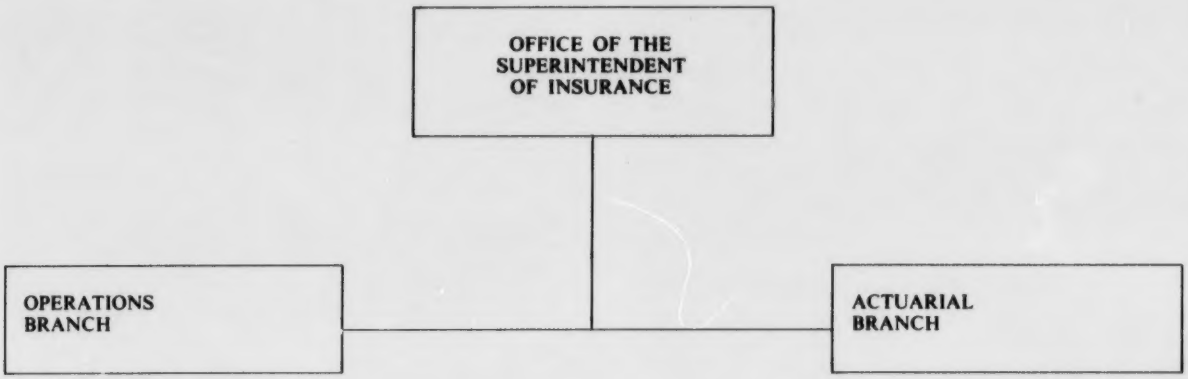
Manuals

- Engineering and Architecture Manual (DRM 10-7)
- Technical Support Documents
- Contracts Manual (DRM 10-3)
- Band and Field Staff Training Materials
- Band/Contract Technical Publications
- Guideline Drawing and Specification System
- Guideline Building Design Program

Classes of Records

Technical Services
INA-1330
Description: Included in the file is information on fire protection and prevention, construction safety, technical training, band/contract technical publications, aerial photoservices, mapping, capital assets, DRM 10-7, 10-3 publications and guideline designs. *Topics:* Technical policy, standards, guidelines and procedures governing technical management, e.g., project management services, technical systems capital assets inventory, fire protection and prevention, construction safety, surveys, mappings, site planning, municipal services, buildings and roads, technical planning design, construction and operation maintenance.

Department of Insurance



- Supervision of federally registered or licensed
- Insurance companies
- Trust companies
- Loan companies
- Investment companies
- Fraternal benefit societies
- Co-operative credit societies

- Supervision of employer-sponsored pension plans subject to the Pension Benefits Standards Act
- Actuarial services and advice regarding:
- Canada Pension Plan
- Other government insurance and pension programs except Unemployment Insurance and Government Annuities
- Actuarial advice to Revenue Canada regarding:
- funding of actuarial deficiencies under pension plans registered for income tax purposes
- maximum tax actuarial reserves of life insurance companies and fraternal benefit societies

ACCESS TO INFORMATION
CO-ORDINATOR
DEPARTMENT OF INSURANCE
15TH FLOOR, EAST TOWER
L'ESPLANADE LAURIER
140 O'CONNOR STREET
OTTAWA, ONTARIO
K1A 0H2

Overall Responsibilities

The Department is responsible for the supervision of federally registered or licensed insurance, trust, loan and investment companies, fraternal benefit societies, and co-operative credit societies. It also supervises employer-sponsored pension plans that are subject to the *Pension Benefits Standards Act*. These are plans related to employments under federal jurisdiction, or to work, an undertaking, or business of a local or private nature in the Yukon Territory or the Northwest Territories.

The Department is responsible for the provision of extensive actuarial services in connection with the Canada Pension Plan. It is responsible for providing actuarial advice to Revenue Canada as required by Section 20(1)(s) of the *Income Tax Act* with respect to funding of actuarial deficiencies under pension plans approved for income tax purposes. It also provides actuarial advice to Revenue Canada with respect to maximum tax actuarial reserves of life insurance companies and fraternal benefit societies. In addition, the Department provides services and advice concerning actuarial aspects of programs administered or proposed by other departments and in particular provides the extensive required actuarial services in connection with the valuation, administration and planning of all other government insurance and pension programs, except Unemployment Insurance and Government Annuities.

Laws and Regulations

The Department administers the following acts:

- Canadian and British Insurance Companies Act
- Foreign Insurance Companies Act
- Trust Companies Act
- Loan Companies Act
- Co-operative Credit Associations Act
- Investment Companies Act
- Pension Benefits Standards Act
- Civil Service Insurance Act
- Part I, Excise Tax Act

Major Publications

Reports of the Superintendent of Insurance for Canada:

- Property and Casualty Insurance Companies
- Life Insurance Companies and Fraternal Benefit Societies
- Trust and Loan Companies
- Co-operative Credit Associations

Reports contain information on the financial condition and affairs of supervised companies. Reports are available in Canada through authorized bookstore agents of Supply and Services Canada and other bookstores, or by mail from the Canadian Government Publishing Centre, Supply and Services Canada, Ottawa, Canada, K1A 0S9.

Major Data Sources

The financial data, from which the information in the reports referred to under Major Publications is prepared, is available to the public via computer media access.

Data on the results of at least the three most recent years of operation can be obtained either through the purchase of computer tapes or by directly accessing the data through the facilities of I.P. Sharp Associates Limited time-sharing system. The data bank is updated annually, about the middle of July, to include the results of operations for the year ending the previous December 31.

Further information may be obtained directly from I.P. Sharp Associates Limited. Inquiries should be directed either to

I.P. Sharp Associates Limited
Box 418, Exchange Tower
2 First Canadian Place
Toronto, Ontario
M5X 1E3
Telephone: (416) 364-5361

I.P. Sharp Associates Limited
Suite 600
265 Carling Avenue
Ottawa, Ontario
K1S 2E1
Telephone: (613) 236-9942

I.P. Sharp Associates Limited
Suite 1610
555 Dorchester Boulevard West
Montreal, Quebec
H2Z 1B1
Telephone: (514) 866-4981

or to

Department of Insurance Canada
Ottawa, Ontario
K1A 0H2

Access Procedures

Inquiries concerning the administration of the *Access to Information Act* by the Department should be addressed to

Senior Administrative Officer
Finance and Administration Branch
15th floor, East Tower
L'Esplanade Laurier
140 O'Connor Street
Ottawa, Ontario
K1A 0H2

Supervision of Companies

This activity involves the supervision, including periodic on-site examinations of books and records, of federally registered or licensed insurance, trust, loan and investment companies, fraternal benefit societies and co-operative credit societies, as well as supervision of employer pension plans relative to employments under federal jurisdiction.

Examination and other technical services and advice are provided to the Canada Deposit Insurance Corporation and, by agreement, similar service is provided to certain provincial jurisdictions concerning provincially incorporated companies. As part of the examination program, reviews are made of the corporate income tax returns of insurance companies, and reports are made to Revenue Canada on any significant findings.

Classes of Records

Financial Institutions
INS-10
Description: Information on incorporation and registration, financial statements, financial analysis and examination of companies, exchanges of correspondence with companies and with provincial jurisdictions, complaints and inquiries, and related data banks and software. *Topics:* Insurance companies; fraternal benefit societies; trust companies; loan companies; investment companies; co-operative credit societies. *Retrievability:* Files arranged by company name. *Storage Medium:* Paper and EDP systems.

Pension Plans Subject to *Pension Benefits Standards Act*
INS-20
Description: Records related to registration of plans, correspondence regarding annual information returns, funding and examination of plans, liaison with provincial authorities, inquiries regarding plans, and related valuation data bank and software. *Topics:* Pension plans subject to *Pension Benefits Standards Act*. *Retrievability:* Files arranged by employer name. *Storage Medium:* Paper and EDP systems.

Actuarial Services

The Department provides actuarial services and advice to other government departments and performs extensive actuarial services in the valuation of government insurance and pension programs.

Classes of Records

Actuarial Services Provided to Other Departments — Government Insurance and Pension Plans
INS-30
Description: Records related to actuarial valuations and cost estimates of government insurance and pension plans, including related data banks and software. *Topics: Public Service Superannuation Act; Public Service Superannuation Death Benefit;* reciprocal transfer agreements; *Supplementary Retirement Benefit Act; Canadian Forces Superannuation Act;* Regular Forces Death Benefit; *RCMP Superannuation Act;* RCMP (Dependants) Pension Fund; *Members of Parliament Retirement Allowance Act; Judges Act; Veterans Insurance Act; Returned Soldiers Insurance Act; Civil Service Insurance Act;* Halifax Relief Pensions; Canada Pension Plan; and miscellaneous requests for actuarial calculations. *Retrievability:* Files arranged by plan. *Storage Medium:* Paper and EDP systems.

Actuarial Advice Provided to Revenue Canada — Employer-Sponsored Pension Plans
INS-40
Description: Records related to statutory actuarial advice given to Revenue Canada, under the *Income Tax Act* (paragraph 20(1)(s)) regarding employer past-service contributions to pension plans). *Topics:* Advice under the *Income Tax Act*. *Retrievability:* Plans are assigned a number on receipt from Revenue Canada, and filed numerically.

Actuarial Advice Provided to Revenue Canada — Maximum Tax Actuarial Reserves
INS-50
Description: Records of actuarial advice given to Revenue Canada on maximum tax actuarial reserves of life insurance companies and fraternal benefit societies. *Topics:* Maximum tax actuarial reserves.

Administration

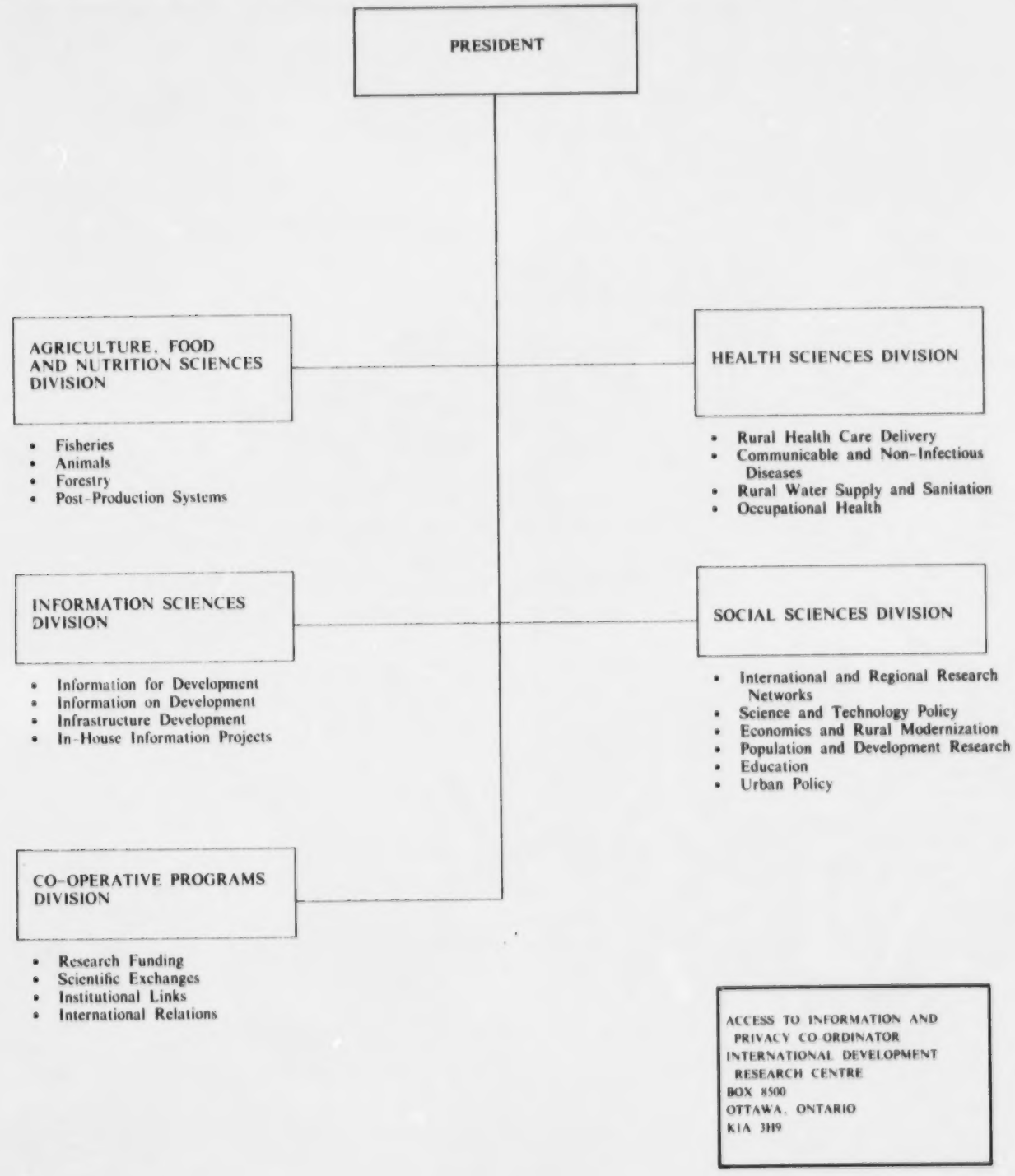
The Department administers the *Civil Service Insurance Act* and Part I of the *Excise Tax Act*. Under the *Civil Service Insurance Act*, life insurance was made available by the government to public servants on a voluntary basis until 1954. Current activities involve receipt of premiums on premium-paying policies; correspondence with policy holders regarding changes of beneficiary, mode of payment, etc.; and processing of death claims and cash surrender values. Under Part I of the *Excise Tax Act*, a 10 per cent premium tax is imposed on certain insurance premiums paid to unauthorized insurers, and to authorized insurers through brokers outside Canada.

Classes of Records

Civil Service Insurance
INS-60
Description: Records of holders of life insurance policies issued under the *Civil Service Insurance Act*. (Issuance of new policies was discontinued with the introduction of the Supplementary Death Benefit Plan in 1954.) *Topics:* Policies in force; death claims; surrenders; and premium records. *Retrievability:* Policies in force filed by policy number with cross-reference alphabetical index; death claims and surrenders filed by death claim or surrender number and cross-referenced to policy number; and premium records filed by policy number. *Storage Medium:* Paper; details of terminated policies stored on microfilm by policy number.

Premium Tax
INS-70
Description: Records on collection of 10 per cent premium tax imposed under the *Excise Tax Act* (Part I) on certain insurance premiums paid to authorized insurers through brokers outside Canada, or to unauthorized insurers for coverage on risks in Canada. *Topics:* Authorized insurers, brokers or agents, and insureds. *Retrievability:* Files arranged alphabetically; insured records — alphabetically by year.

International Development Research Centre



ACCESS TO INFORMATION AND
PRIVACY CO ORDINATOR
INTERNATIONAL DEVELOPMENT
RESEARCH CENTRE
BOX 8500
OTTAWA, ONTARIO
K1A 3H9

Background

The International Development Research Centre (IDRC) was established by the Parliament of Canada in 1970 as an autonomous public corporation to stimulate and support research for the benefit of developing countries. Research supported by the Centre is directed at adapting and applying science and technology in fields that directly affect the day-to-day lives of people, for example, agriculture, nutrition, education, health services, the effect of technological change on traditional society, population, tropical diseases and water supplies.

The great majority of IDRC-supported projects are aimed at improving the quality of life in the rural areas of developing countries. Three-quarters of the people live in these areas, yet they are usually the last to benefit from the advances of science and technology. IDRC also supports programs that will help developing regions build both human and institutional capacity for bringing the methods of scientific inquiry to bear on the solution of their own problems.

Building a strong local base for future research is another important objective of most IDRC-supported projects. Every effort is made to provide opportunities for both junior and senior researchers to broaden their experience through further specialized study or practical on-the-job training or both.

Laws and Regulations

- International Development Research Centre Act, 1970
- General Bylaw of the IDRC

Overall Responsibilities

The International Development Research Centre initiates, encourages, supports and conducts research into the problems of the developing regions of the world and into the means of applying and adapting scientific, technical and other knowledge to the economic and social advancement of those regions. Its research activities are carried out by five program divisions. A brief description of each division's area of concentration follows.

Organization

The IDRC's headquarters are in Ottawa, where it has an international staff. Regional offices in Asia (Singapore and New Delhi), East Africa (Nairobi), West Africa (Dakar), Latin America (Bogota) and the Middle East (Cairo) link Ottawa with the researchers and policy makers of the developing countries, encourage and assist the development of research proposals, and monitor ongoing projects within their regions.

The IDRC's 21-member Board of Governors is appointed by the Canadian government. Under the *International Development Research Centre Act*, the Chairman, Vice Chairman, and nine other governors must be Canadian citizens; the other ten are non-Canadians. In 1983, six non-Canadian governors were from developing countries.

The President of IDRC holds the rank of Deputy Minister and is responsible to Parliament through the Minister designated for that purpose by the Governor-in-Council (currently the Secretary of State for External Affairs). He is assisted in the Centre's operations by a Management Committee composed of all Officers appointed by the Board of Governors and a President's Committee composed of the four Vice-Presidents.

Agriculture, Food and Nutrition Sciences Division

This Division's emphasis is on crops, farming systems, and reforestation in arid and semi-arid lands. It also supports research on food crops that in the past have been neglected, such as root crops, food legumes, and oilseeds; agro-forestry, the combination of trees with food crops; multiple cropping systems; improvement of pasture lands; use of agricultural wastes and byproducts in animal feed; fish farming and shellfish culture; post-production systems of protection, processing, and distribution of cereal grains, root crops, legumes, fish, fruits, and vegetables; and the needs of the rural housewife and her family.

Health Sciences Division

This Division concentrates its support on five program areas: biological and environmental control of some major tropical diseases; techniques to improve water supply systems and sanitation in rural areas and peripheral urban squatter settlements; safer and more effective methods of fertility regulation; evaluation of the rural health care delivery system; and occupational health.

Information Sciences Division

This Division co-operates with UN agencies to establish worldwide information systems (for agricultural sciences and population policy) and assist developing countries to participate in such systems. It also supports the creation of specialized information centres on subjects of interest for development (e.g., particular crops, irrigation technology and sanitation for rural areas); improvement of industrial extension services; development-related communications research; improvement of library services; and provides an internal library and computerized information service to IDRC and the Canadian development community.

Social Sciences Division

This Division focuses on research to ease the process of modernization and change, especially in rural areas; formation of appropriate science and technology policies; investigation of the effectiveness of traditional and non-traditional education systems; studies of the determinants of population change and its effects on social and economic development; and research leading to more efficient management of development activities.

Co-operative Programs Division

This Division was established in 1980 in response to the need for greater access to research expressed by the developing countries at the UN Conference on Science and Technology for Development. The main aim of this program is to promote collaboration between research groups in the developing countries and their counterparts in the Canadian scientific community, whether academic, governmental or private. By providing increased opportunities for developing country researchers to work with Canadian research institutions, the program will strengthen the scientific and technological capacity of the participating Third World institutions. By establishing channels of communication among scientists, it is designed to improve the transfer of research results.

Communications Division

The Centre has always placed considerable importance on the publication and dissemination of research results. IDRC's Communications Division produces a wide range of technical and scientific materials for worldwide distribution, particularly in the developing countries. It also produces more general materials to inform the public about the work of the Centre. Catalogues of all current IDRC publications and films are available on request.

All of the activities of the IDRC are supported by the services of the Office of the Secretary and General Counsel, the Office of the Comptroller General and Treasurer, the Office of the Director of Human Resources, and the Office of the Director of Planning and Evaluation.

International Development Research Centre

General Information

The Public Affairs Unit of the Communications Division receives inquiries from the public for information about the IDRC and general development issues. The library and computerized information service respond to the more specific information needs of Centre staff and the larger Canadian development community. For general information, please contact:

Public Affairs Unit
International Development Research Centre
60 Queen Street
P.O. Box 8500
Ottawa, Canada
K1G 3H9
Telephone: (613) 236-6163
Telex: 053-3753

Access Procedures

All formal requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator
International Development Research Centre
60 Queen Street, 15th Floor
P.O. Box 8500
Ottawa, Ontario
K1G 3H9
Telephone: (613) 236-6163

Agriculture, Food and Nutrition Sciences Division

This Division is responsible for encouraging and supporting research projects for the benefit of rural peoples in the Third World. The semi-arid regions of the developing world are the principal focus of much of the Division's research support. It has emphasized the importance of a systematic approach to research, and it stresses the need both to consult and co-operate with the people whom the research is intended to benefit.

Classes of Records

Research Projects in Agriculture

IDRC-10

Description: Information on development and support of agricultural research. *Topics:* Crops and cropping systems; fisheries; animals; forestry and post-production systems.

Information Sciences Division

The main thrust of this Division is to make grants for the establishment of better information systems, tools and services to meet the needs of scientists, technologists and officials in the developing countries. In its support for information projects in such fields as agriculture, health, population, education, and economic planning the Division is closely involved in the work of the Centre's other four program divisions. In addition to its research program area the Division also maintains the Centre's library, whose collection is available to the public, a MINISIS computer group and a small micrographics unit.

Classes of Records

Research Projects in Information Science

IDRC-20

Description: Information on development and support of information systems. *Topics:* Development; infrastructure development; in-house information projects.

Internal Data Bases

IDRC-30

Description: Computerized bibliographic information on development issues, socioeconomic planning, the delivery of low-cost rural health care, and a record of all IDRC projects. *Topics:* BIBLIO (records of library holdings); DEVSIS (development sciences information system); SALUS (rural health care bibliography); PINS (project information system).

External Data Bases

IDRC-40

Description: Information on external data bases made available through the library. *Topics:* Computerized bibliographic data bases created and maintained by the Food and Agricultural Organization (FAO), International Labour Office (ILO), UNESCO, United Nations Industrial Development Organization (UNIDO) or other international organizations.

Health Sciences Division

The overall goal of this Division is to help the developing nations to provide a better standard of health for their people. It concentrates on areas where it is felt that project funds will provide the maximum impact and help stimulate local research capability. The Division maintains worldwide links with other international agencies to ensure that its research results are shared. It also participates in major international research efforts with organizations such as the United Nations Development Program (UNDP), World Bank and World Health Organization (WHO).

Classes of Records

Research Projects in the Health Sciences

IDRC-50

Description: Information on development and support of health projects. *Topics:* Fertility regulation methods; rural health care delivery; communicable and non-infectious diseases; rural water supply and sanitation; occupational health.

Social Sciences Division

The Centre is fundamentally concerned with supporting research aimed at better meeting people's essential needs, particularly in the rural areas of developing countries. In the broadest terms, the role of this Division is to help societies gain, through research, deeper understanding of the processes of development and their effects on people and social institutions. As such understanding grows, problems and solutions can be more clearly identified, and effective policies formulated to contain them.

Classes of Records

Research Projects in the Social Sciences

IDRC-60

Description: Information on development and support of social science research. *Topics:* International and regional research networks; science and technology policy; economics and rural modernization; population and development research; education; urban policy.

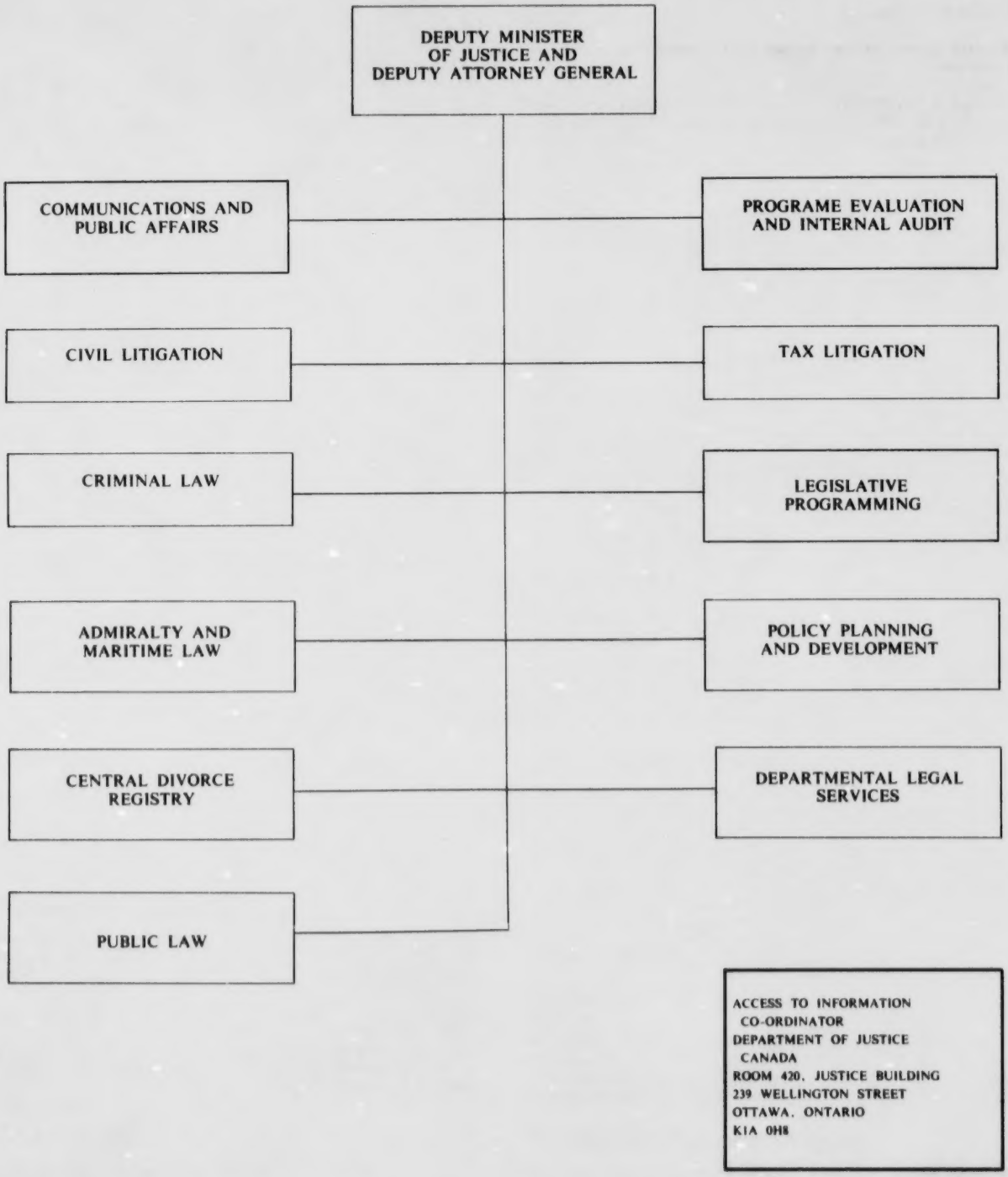
Co-operative Programs Division

The main orientation of this Division is the promotion of research collaboration between research groups in Canada and in the developing world. It offers support for co-operative research in any subject area whose importance to developing countries is established and in which Canadian expertise is recognized.

Classes of Records

Research Projects between Canadian and Developing Country Institutions
IDRC-70
Description: Information on development and support of collaborative research. *Topics:* Research funding; scientific exchanges; institutional links; international relations.

Department of Justice



Background

The Department of Justice was created as a department of the Government of Canada by the *Department of Justice Act*, passed at the first session of Parliament of the Dominion of Canada, and assented to on May 22, 1868. This Act outlined the responsibilities of the Minister of Justice and the Attorney General of Canada and, with a few exceptions, these responsibilities have remained substantially unchanged since the Act was first passed.

The work of the Department may be described as consisting of litigation, the provision of legal advice and opinions to the Federal Government of Canada on a wide range of matters, and the drafting of legislation, contracts and other legal documents. The Department is also concerned with the legal aspects of developing government policy, and prepares recommendations, or reviews recommendations, for reform of the law. To carry out these responsibilities, the Department uses federal statutes and regulations.

In addition, contributions are made to provide financial assistance to organizations conducting studies and legal research, and to other law-related programs. A limited number of grants are made in connection with legal education, and cost-sharing agreements are entered into with provincial governments in connection with Compensation of Victims of Violent Crimes, Legal Aid in criminal cases, Unified Family Court pilot projects, and Native Courtworker Programs.

The role of the Federal Department of Justice does not include the provision of legal services or advice to members of the public.

Laws and Regulations

As the Department of Justice provides legal services to all departments of the Federal Government, it is necessarily concerned, from time to time, with all federal and provincial statutes. Specifically, the Department administers, in whole or in part, the following statutes:

- Access to Information Act (SC 1980-81-82-83 c.111 'Schedule I')
- Annulment of Marriages (Ontario) Act (RSC 1970 c.A-14)
- Anti-Inflation Act (SC 1974-75-76 c.75)
- Bills of Lading Act (RSC 1970 c.B-6)
- Canada Evidence Act (RSC 1970 c.E-10)
- Canada Prize Act (RSC 1970 c.P-24)
- Canadian Bill of Rights (SC 1960 c.44)
- Canadian Human Rights Act (SC 1976-77 c.33)
- Criminal Code (RSC 1970 c.C-34)
- Crown Liability Act (RSC 1970 c.C-38)
- Department of Justice Act (RSC 1970 c.J-2)
- Divorce Act (RSC 1970 c.D-8)
- Escheats Act (RSC 1970 c.E-7)
- Extradition Act (RSC 1970 c.E-21)
- Federal Court Act (RSC 1970 '2nd Suppl.' c.10)
- Food and Drugs Act (RSC 1970 c.F-27)
- Foreign Enlistment Act (RSC 1970 c.F-29)
- Fugitive Offenders Act (RSC 1970 c.F-32)
- Garnishment, Attachment and Pension Diversion Act (SC 1980-81-82-83 c.100)
- Identification of Criminals Act (RSC 1970 c.I-1)
- Interpretation Act (RSC 1970 c.I-23)
- Judges Act (RSC 1970 c.J-1)
- Law Reform Commission Act (RSC 1970 '1st Suppl.' c.23)
- Lord's Day Act (RSC 1970 c.L-13)
- Marriage Act (RSC 1970 c.M-5)
- Narcotic Control Act (RSC 1970 c.N-1)
- Official Secrets Act (RSC 1970 c.O-3)
- Permanent Court of International Justice Act (SC 1921 c.46)
- Postal Services Interruption Relief Act (RSC 1970 c.P-15)
- Privacy Act (SC 1980-81-82-83 c.111 'Schedule II')
- State Immunity Act (SC 1980-81-82-83 c.95)
- Statute Revision Act (SC 1974-75-76 c.20)
- Statutory Instruments Act (SC 1970-71-72 c.38)
- Supreme Court Act (RSC 1970 c.S-19)
- Tax Court of Canada Act (SC 1980-81-82-83 c.158)
- Tobacco Restraint Act (RSC 1970 c.T-9)
- War Measures Act (RSC 1970 c.W-2)

Organization

The following is a descriptive list of the organizational units which comprise the departmental headquarters:

Departmental Secretariat

The secretariat provides essential support services to the Deputy Minister, ensures appropriate communication and liaison on policy and operational issues among the Deputy Minister, the Minister and the Department, co-ordinates the Department's involvement with the various Cabinet and Parliamentary processes, and is responsible for the development and assembling of departmental statements of policy and procedures.

Bureau of Program Evaluation and Internal Audit

This bureau undertakes evaluation and audit studies of the full range of departmental operations, ensuring their continued relevance and positive impact on society, and examines methods of improving operational performance and the adequacy of controls to ensure the appropriate expenditure of public funds.

Corporate Planning

This section is responsible for the development, implementation and operation of a corporate management system for the Department, as well as the co-ordination of a management information system.

Communications and Public Affairs

This section plans, develops and implements the Department's communications policy, supports and assists in the development of communications goals and objectives; and manages and co-ordinates programs and activities relating to public information and public affairs.

Departmental Legal Services Branch

In the National Capital Region, legal service units of the Federal Department of Justice exist within the organization and on the premises of most government departments or portions of the public service. These units provide legal services to those departments and agencies. In addition, the following sections form part of the departmental Legal Services Branch:

Property Law Section: provides specialized legal advice on property matters, including the purchase and expropriation of land on behalf of the Crown.

Commercial Law Section: provides a focus for commercial law activites within the Department, including the provision of expertise to departmental legal service units.

Information Law and Privacy Section: deals with a wide range of legal

issues relating to information held by the government and is a centre of expertise in respect of access to information, privacy legislation and related areas.

The following units support the Justice function:

Public Law Branch

Constitutional and International Law Section: advises the federal government on constitutional law matters and plays a vital role in the constitutional law process, as well as being active in public and private international law matters.

Advisory and Administrative Law Section: concerned with areas of law relating to the machinery and operation of government and provides legal opinions requested by other departments and agencies of the federal government.

Human Rights Law Section: gives legal opinions on the interpretation and application of federal legislation having human rights implications, and reviews all federal laws, policies and practices to ensure compliance with the Canadian Charter of Rights and Freedoms.

Policy Planning and Development Branch

Policy Planning and Criminal Law Amendments Section: identifies and analyses emerging legal issues of national significance and develops policies designed to address these issues. It reviews recommendations of the Law Reform Commission, and also proposes amendments to specific federal statutes.

Programs and Law Information Development Section: responsible for implementing the Department's policy objectives through programs and other initiatives.

Research and Statistics Section: responsible for defining, undertaking, and overseeing the conduct of all policy-related socio-legal research on behalf of the Department. It also monitors and assesses programs in the justice area.

Legislative Programming Branch

Legislation Section: responsible for the drafting of all government legislation, examines proposed legislation as required under the Canadian Bill of Rights, oversees the printing of the sessional volume of statutes, Part III of the Canada Gazette and prepares the Tables of Public Statutes.

Privy Council Office Legal Section: functions in regard to the Legislative Programming Branch's responsibilities under the *Statutory Instruments Act*. Counsel in the section also serve as legal advisers to officers of the Privy Council Office and in particular to the Assistant Clerk of the House of Commons responsible for Orders in Council.

Statute Revision Commission: engaged in the revision, consolidation and indexing of federal laws and regulations and prepares administrative consolidations of federal laws.

Central Divorce Registry

This Registry, while it is a part of the Administration Branch, is the only element of that branch which does not provide direct support services to the remainder of the Department. It administers a computerized register for all petitions for divorce filed in Canada, with the principal objective of ensuring that courts in different parts of the country are not dealing with the same matter concurrently.

The following units support the Attorney General function:

Criminal Law Branch

Criminal Prosecutions Section: responsible for prosecution of infractions under federal statutes (other than the Criminal Code and the *Lord's Day Act*, over which the provincial Attorneys General exercise prosecutorial authority), and related matters including the implementation of Canada's obligations under the *Extradition Act* and the *Fugitive Offenders Act*. The section also reviews applications under the Criminal Code for the mercy of the Crown by or on behalf of persons who have been convicted in proceedings by indictment or who have been sentenced to preventive detention, and makes recommendations to the Minister as to their disposition.

Tax Litigation Branch

Tax Litigation Section: acts in all civil litigation involving tax matters, offers related legal advice to the government, particularly to the Department of National Revenue, and conducts all appeals arising under the *Income Tax Act*.

Civil Litigation Branch

Civil Litigation and Real Property Law (Quebec) Section: handles litigation for or against the Crown arising out of the Province of Quebec.

Civil Litigation (Common Law) Section: handles litigation for or against the Crown which arises everywhere in Canada except out of the Province of Quebec.

Admiralty and Maritime Law Branch

This Branch is responsible for admiralty litigation, maritime legislation, maritime commercial law, marine casualty investigations and marine international law.

Access Procedures

All requests for access to Department of Justice records should be addressed to the Access Co-ordinator whose address is:

Departmental Access Co-ordinator
Department of Justice Canada
Room 420, Justice Building
239 Wellington Street
Ottawa, Ontario
K1A 0H8
Telephone: (613) 992-6404

Regional Offices

The headquarters of the Department is located in Ottawa. There are ten regional offices, in Vancouver, Edmonton, Saskatoon, Winnipeg, Toronto, Montreal, Halifax, Charlottetown, Yellowknife and Whitehorse.

Classes of Records

The following categories of records are held by headquarters, regional offices and legal services units of the Department.

Prosecutions and Related Criminal Matters
JUST-10
Description: Information on prosecutions for infractions of federal statutes; prosecutions under the Criminal Code in the Yukon Territory and the Northwest Territories only; and extradition cases. It consists of briefs and pleadings at both trial and appeal stages, and includes information, subpoenas and other writs, transcripts of evidence and related memoranda of law, summaries, statements, memoranda and correspondence. For purposes of the *Access to Information*

Act, enquiries concerning Criminal Records should be addressed to the Royal Canadian Mounted Police.

Litigation
JUST-20
Description: Pleadings, briefs, appeal books, transcripts and statements of evidence, writs, opinions and related correspondence on cases in which the Crown in right of Canada is a party, including cases of hearing before government boards and tribunals, involving all manner of civil causes of action. For purposes of the *Access to Information Act*, enquiries concerning Criminal Records should be addressed to the Royal Canadian Mounted Police.

Legal Advice
JUST-30
Description: Formal opinions, by memoranda of law or letter, correspondence requesting legal opinions, and memoranda and correspondence providing legal advice to any department or agency of the Government of Canada.

Drafting
JUST-40
Description: Instructions for legislation, including background papers and treatises; memoranda to Cabinet; drafts of all Bills presented to Parliament; regulations, orders, proclamations and commissions. The information includes property and commercial documents, agreements of all kinds, waivers, licences and formal contracts.

Property
JUST-50
Description: Legal instruments related to the acquisition of real property by purchase or expropriation, and the disposition of real property by letters patent. The documents include various agreements, leases, deeds, licences, title abstracts, letters patent, and related correspondence and memoranda.

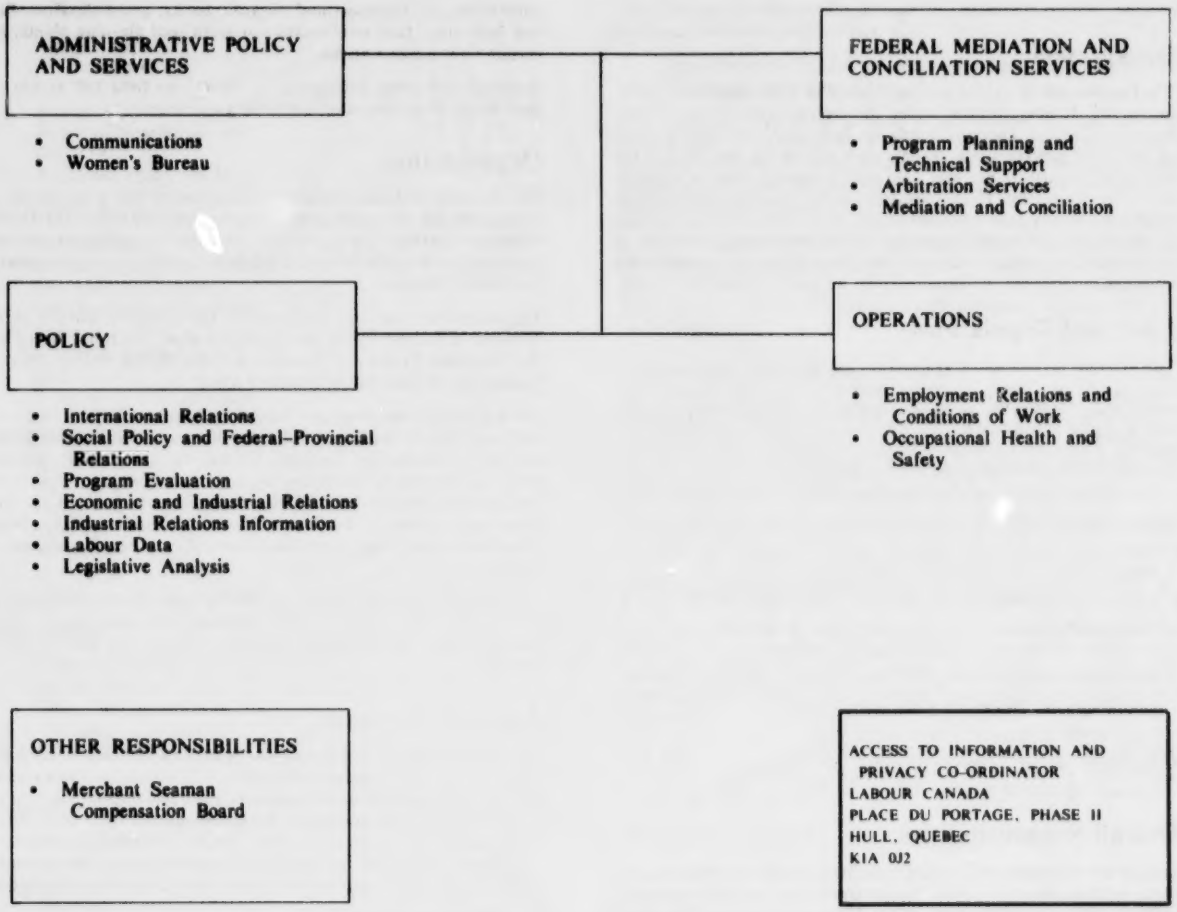
Policy Development
JUST-60
Description: Information on policy and policy development; includes extensive memoranda of law and fact, interdepartmental memoranda and correspondence, and evaluations of statistical studies and surveys in socio-legal matters.

Contributions and Grants
JUST-70
Description: Memoranda and contribution agreements, financial documents and correspondence concerning monies voted by Parliament for contributions to provinces, individuals or organizations. Such grants and contributions have as their purpose the improvement of the administration of justice in Canada.

Divorce Statistics
JUST-80
Description: Statistics on all divorce petitions filed in Canada since 1968.

Access Request Data
JUST-100
Description: Information on access requests sent by individuals requesting access under the *Access to Information Act* to departmental records. It is used to report the number of access requests received. This statistical information is retained at headquarters in Ottawa for two calendar years.

Department of Labour



Background

The Department of Labour was established in 1900 under the *Conciliation Act*. It now operates under the *Department of Labour Act*. Since its inception, Labour Canada has been closely involved in many of the social and economic changes that shaped the first part of the twentieth century. It has seen the country emerge from a basically agricultural economy to an industrial nation of urban communities employing ninety-four per cent of the work force. The increasing complexities of labour affairs during this time have resulted in substantial demands of governments in general, and labour ministries in particular.

Laws and Regulations

The Minister is responsible for:

- Canada Labour Code (R.S.C. 1970, C.L-1) - Part III (Labour Standards) - Part IV (Safety of Employees) - Part V (Industrial Relations)
- Department of Labour Act (R.S.C. 1970, C.L-2)
- Fair Wages and Hours of Labour Act (R.S.C. 1970, C.L-3)
- Government Employees Compensation Act (R.S.C. 1970, C.G-8)
- Merchant Seamen Compensation Act (R.S.C. 1970, C.M.-11) as amended by R.S.C. 1970, C.19 (2nd Suppl.)
- Labour Adjustment Benefits Act (S.C. 1980-81-82, C.89)
- The Canada Labour Code - Part III (Labour Standards) - Part IV (Safety of Employees) - Part V (Industrial Relations)
- Department of Labour Act
- Fair Wages and Hours of Labour Act
- Government Employees Compensation Act
- Merchant Seamen Compensation Act
- Labour Adjustment Benefits Act

Overall Responsibilities

Legislation administered by the Department includes working conditions such as hours of work, minimum wages, annual vacations, holidays with pay, equal wages, unjust dismissal, group and individual terminations of employment, severance pay, the regulation of fair wages and hours of labour contracts made with the federal government for construction, remodelling, repair or demolition of any work; federal mediation and conciliation services; government employee and merchant seamen compensation; occupational safety and health; and labour adjustment assistance benefits for workers affected by redundancies and layoffs.

Departmental programs are designed to:

- improve worker safety, health and quality of working life in the work environment through enforcement of legislation coupled with research, investigation and advisory services;
- improve the collective bargaining system to maintain smooth, flexible and rapid expansion of this process by improvement of the Department's conciliation, mediation and arbitration services; and
- improve labour-management relations through education, information and consultation to foster trust and understanding in the work place, and replace conflict with co-operation as a means of resolving disputes.

Labour Canada concerns itself directly with employees, employers and unions in enterprises which are national, interprovincial or international in character. This jurisdiction covers interprovincial and international railways, highway transport, telephone, telegraph and cable systems, pipelines, canals, ferries, tunnels and bridges, shipping and shipping services; radio and television broadcasting, including cablevision; air transport and airports; banks; grain elevators, flour and feed mills, feed warehouses and grain seed cleaning plants; and certain Crown corporations.

Generally all other enterprises in the labour field fall within the jurisdiction of provincial or territorial governments.

Organization

The Minister of Labour heads the Department and is responsible to Parliament for all departmental policies and programs. The Deputy Minister supervises the day-to-day activities of the Department and reports directly to the Minister. All departmental managers report to the Deputy Minister.

The Merchant Seamen Compensation Board reports directly to the Minister of Labour, while the Canada Labour Relations Board and the Canadian Centre for Occupational Health and Safety report to Parliament through the Minister of Labour.

The following three programs, headed by Assistant Deputy Ministers, report directly to the Deputy Minister of Labour: the Federal Mediation and Conciliation Services, Operations and Policy; and two programs headed by Directors-General, Administrative Policy and Services and Personnel and Management Services. In addition, three Directorates report to the Deputy Minister: Communications, Women's Bureau and Legal Services (seconded from the Department of Justice).

Within these programs there are five regional offices and 25 district labour offices. (For more detailed information on these programs and branches, see the sections on operational functions and classes of records.)

Access Procedures

The departmental Co-ordinator for Access to Information and Privacy Acts has administrative functions within the department which include the preparation and revision of the departmental entry in the *Access Register*, determination of exemptions and third party notification, responses to enquiries from the Information Commissioner, and appeals before the federal court. Enquiries on the administration of the Access to Information and Privacy Acts should be addressed to:

Office of the Co-ordinator
Access to Information and Privacy Acts
Labour Canada
Ottawa, Ontario
K1A 0J2

Regional Contacts

General departmental and branch information is provided by the Communications Directorate. Contact may be made in person, by telephone, or by writing to Labour Canada.

Headquarters

(Mail)
Communications Directorate
Labour Canada
Ottawa, Ontario
K1A 0J2

(Location)
11 Place du Portage
11th Floor
165 Hotel de Ville Street
Hull, Quebec
Telephone: (819) 997-2617

Atlantic Region

Regional Director
Labour Canada
P.O. Box 2967
Station "A"
Moncton, New Brunswick
E1C 8T8
Telephone: (506) 388-6648

St. Lawrence Region

Regional Director
Labour Canada
Guy Favreau Complex
200 Dorchester Blvd. West
Room 101
Montreal, Quebec
H2Z 1X4
Telephone: (504) 283-2808

Great Lakes Region

Regional Director
Labour Canada
Mezzanine, Suite 200
4900 Yonge Street
Willowdale, Ontario
M2N 6C3
Telephone: (416) 224-3820

Central Region

Regional Director
Labour Canada
400 — 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Telephone: (204) 949-3493

Mountain Region

Regional Director
Labour Canada
750 Cambie Street
7th Floor
Vancouver, British Columbia
V6B 2P2
Telephone: (604) 666-2344

Library Services

The Departmental Library, with reading room facilities, may be reached as follows:

Headquarters

(Mail)
Library Services
Labour Canada
Ottawa, Ontario
K1A 0J2

(Location)
11 Place du Portage
7th Floor
165 Hotel de Ville Street
Hull, Quebec
Telephone: (819) 997-3540

Administrative Policy and Services

Administrative and Library Services supervises several divisions; library services, word processing, records and mail management, accommodation and materiel services.

The Finance Branch handles accounting, allotment control, program forecasts, estimates and budgets.

The Data Processing Branch provides automated systems support for the Department's programs.

The Program Evaluation Branch is accountable for the effective management of the corporate program evaluation and internal audit activities to ensure the effectiveness and efficiency of the departmental programs and administrative systems through the implementation of departmental and Treasury Board policies.

The Planning Branch provides advisory and support services in the development and review of departmental strategic and operational plans and co-ordinates the implementation and operation of the government's Policy and Expenditure Management Systems (PEMS) in the Department.

Communications Directorate

The Communications Directorate Branch draws public attention to and encourages public support for the Department's programs and services. It is responsible for media relations, audio-visual services, editorial and creative writing services and publishing. It produces the Department's annual report and its newsletter.

Additional information may be obtained from the public relations office, (819) 997-2617.

Personnel and Management Services

The Personnel Branch is responsible for the Department's personnel relations: human resources, classification, pay, staff relations and employee services. In addition it looks after the Department's official languages plan, language training and the equal opportunity programs.

Management Consulting Service provides comprehensive management consulting service to headquarters and regional managers in increasing their efficiency.

Women's Bureau

The Branch reviews legislation, programs and policies on the employment of women and recommends initiatives indicated by socio-economic developments which affect women in the workplace. It co-operates with federal, provincial and international agencies to improve the situation of women working for pay and conducts in-depth research on relevant current issues. The Bureau is the focal point within and outside the Department for information concerning women in the labour force. Promotional activities are carried out to facilitate improvements, support and recognition of women's concerns in the world of paid work.

Classes of Records

Conferences and Committees
LAB-10
Description: Information conferences and committees in which the Bureau participates. *Topics:* Minutes; proceedings of conferences; committees; conventions; commissions; International Women's Year and meetings. *Retrievability:* Files arranged by subject.

International Labour Organization — United Nations
LAB-20
Description: Information on the Bureau's involvement in the International Labour Organization (ILO), the Organization for Economic Co-operation and Development (OECD), and the United Nations with regard to women in the labour force. *Topics:* ILO-general; Government of Canada (Article 22) to ILO; Eighth Conference of American States Members of ILO; meetings of the Deputy Minister of Labour on ILO questions; ILO, meetings, Conference (sessions);

United Nations-general; General Assembly (by session); International Committee on Human Rights; Economic and Social Council; Commission on Status of Women (by session, population, commission, conferences); and OECD (various committees). *Retrievability:* Files arranged by subject.

Liaison and Public Relations
LAB-30
Description: Information on Bureau liaison with other organizations on women in the labour force. *Topics:* Liaison with provinces, departments, countries, associations and organizations public relations-general; publications requested and received; suggestions and representations; complaints; and publicity. *Retrievability:* Files arranged by subject, province, department and country.

Reports, Studies
LAB-40
Description: Legislation, reports, studies, submissions and projects on women in the labour force. *Topics:* Canada Labour Code, Part I (Fair Employment Practices), now repealed; *Canadian Human Rights Act* (1978); Canada Labour Code, Part III (Labour Standards); *Fair Wages and Hours of Labour Act*; reports, studies, submissions and projects. *Retrievability:* Files arranged by subject.

Merchant Seamen Compensation Board

The Board administers the *Merchant Seamen Compensation Act* which provides Worker's Compensation coverage for seamen who are employed on vessels registered in Canada and who are not covered by a provincial *Workers' Compensation Act*.

Classes of Records

Acts and Coverage
LAB-50
Description: Information on compensation and coverage for federal employees who make claims as a result of an accident or work related injury. *Topics:* Amendments and regulations; reciprocal arrangements; security and insurance requirements; appointment of medical advisors. *Retrievability:* Files arranged by organization, association and company.

Federal Mediation and Conciliation Service

Program Planning and Technical Support

The Branch carries out specialized research activities and projects pertinent to the resolution of labour management disputes and studies industrial relations implications of government policy initiatives. It provides operational research support to conciliation officers and mediators in the field and headquarters, and directly assists the Senior Assistant Deputy Minister in the development of policies. In addition, it analyses developments and trends in industrial relations in Canada, the United States and other countries.

Classes of Records

Federal Industries
LAB-80
Description: Information on research into collective bargaining issues, developments and trends in industries under federal jurisdiction. *Topics:* Federal industries — general; boards, committees; projects; air and highway transport, railways, shipping; hotels; banks; Crown corporations; canals, ferries, tunnels, bridges; fishing industry; flour and feed; grain trade; mining; pipelines; radio and television, telephone, telegraph, cable system; longshoring; and construction. *Retrievability:* Files arranged by subject and industry.

Negotiations for Railway Employees
LAB-90
Description: Information on research related to negotiations for railway employees. *Topics:* Railway negotiations — general; associated non-operating employees (Canadian National, Canadian Pacific and other shop craft employees); Canadian National, Canadian Pacific Railways — running trades. *Retrievability:* Files arranged by company.

Arbitration Services Branch

The Branch processes arbitration requests to the Minister; supplies the Minister with names of independent arbitrators qualified to hear disputes and maintains an extensive, up-to-date nation-wide inventory of arbitrators; records and indexes all arbitrary awards and publishes summaries of more significant decisions in the *Arbitration Services Reporter;* researches labour legislation, cases, policies and practices related to the grievance dispute settlement process in Canada.

Classes of Records

Arbitration
LAB-100
Description: Information on arbitration under Part V of the Canada Labour Code (Industrial Relations). *Topics:* Arbitration — general; cases under Part V of the Canada Labour Code (Industrial Relations); studies and surveys; awards; inventory of curriculum vitae of persons interested in acting as arbitrators. *Retrievability:* Files arranged by province, union and company.

Appointment of Adjudicators
LAB-110
Description: Information on the appointments of adjudicators under the Canada Labour Code (Unjust Dismissal). *Topics:* Ministerial authorities to accept Unjust Dismissal complaints after 30 days: Section 61.5(2), Division V.7, Part III of the Canada Labour Code. *Retrievability:* Files arranged by individual and company.

Mediation and Conciliation Branch

The Branch provides neutral third-party assistance to labour and management to resolve disputes arising during the negotiation of collective agreements or during the term of an agreement by appointing Conciliation Officers, Conciliation Commissioners or Boards and Mediators under Part V of the Canada Labour Code (Industrial Relations). It also helps improve labour relations between specific parties through the practice of preventive mediation techniques and general labour relations climate through the appointment of Industrial Inquiry Commissions and Task Forces.

Classes of Records

Conciliation and Mediation
LAB-120
Description: Information on requests for conciliation or mediation assistance under Part V of the Canada Labour Code (Industrial Relations). *Topics:* Requests for conciliation; proceedings of conciliation officers; commissioners and mediators. *Retrievability:* Files arranged by union and company.

Consent to Prosecute
LAB-130
Description: Information on consents to prosecute union members for violations under Part V of the Canada Labour Code (Industrial Relations). *Topics:* Consents to prosecute; complaints and prosecutions. *Retrievability:* Files arranged by union, company, individual.

Direct Negotiations and Consent to Complain
LAB-140
Description: Information on direct negotiations between parties to collective bargaining and requests for ministerial consent for complaints to the Canada Labour Relations Board alleging unfair labour practice. *Topics:* Notices to bargain; direct bargaining histories; requests for ministerial consent to complain to the Canada Labour Relations Board under Section 187(5) Part V of the Canada Labour Code (bargaining-related complaints). *Retrievability:* Files arranged by union, company.

General Inquiries on Labour Relations
LAB-150
Description: Correspondence and general documentation on labour relations topics. *Topics:* Industrial labour conditions and labour relations — general; strikes and lock-outs; government departments and agencies; trade unions; individual unions; revitalization program railway passenger services (VIA); air transport; banks; fishing; grain elevators; highway transport or trucking; mining and processing; radio and television; railways; shipping; stevedoring and longshoring; telephone and telegraph system; construction; shipbuilding; pulp and paper; metal trades; petroleum products; musicians; textiles; fur industry; meat packing industry; safety, seniority, pensions, hours of work, wages, dismissal. *Retrievability:* Files arranged by industry, union and subject.

Industrial Inquiry Commissions, Boards, Task Force on Labour Relations
LAB-160
Description: Information on Labour Relations — independent committees established to enquire into specific topics under Part V of the Canada Labour Code (Industrial Relations). *Topics:* Proceedings of the Task Force on Labour Relations (committee minutes, studies, briefs, Cabinet discussions, final recommendations); proceedings of various Industrial Inquiry Commission and Boards established under the Canda Labour Code (minutes, submissions, reports and recommendations). *Retrievability:* Files arranged by subject.

Preventive Mediation (formerly Industry Specialists Assignments)
LAB-170
Description: Information on preventive mediation assignments of branch staff to assist parties in their labour relationships during closed period of their collective agreements. *Topics:* Preventive mediation cases. *Retrievability:* Files arranged by officer, company, union and problem.

Reasons for Judgements Canada Labour Relations Board
LAB-180
Description: Information of judgements made by Canada Labour Relations Board under Part V of the Canada Labour Code (Industrial Relations). *Topics:* Reasons for Judgement (CLRB) generally. *Retrievability:* Files arranged in Series 500.

Policy

International Relations Branch

The Branch is responsible for the Department's international labour activities including those connected to the International Labour Organization (ILO) and other international bodies of which Canada is a member or in which it has strong interest. It also acts as an intelligence unit generating information and suggestions to appropriate centres in the Department; consults with the provinces on ILO questions; consults with labour and employee organizations on ILO matters; and maintains liaison with the Canada Branch of the ILO.

Classes of Records

Conferences, Committees, Meetings
LAB-190
Description: Information on international conferences, committees and meetings in the labour field, including minutes and proceedings. *Topics:* Conferences — International Labour Organization annual conference, American, preparatory, regional, tripartite, international, Eighth Regional Conference of American States; committees — advisory, governing body, preparatory, joint, committee of experts, industrial; and meetings — joint, meeting of experts, international, technical tripartite and tripartite. *Retrievability:* Files arranged by conference, committee, meetings.

International Centre for Advanced Technical and Vocational Training
LAB-200
Description: Information on the Department's international labour activities. *Topics:* Board meetings; information; bulletins; financial; Canadian membership on staff and advisory board; fellowhip training (individual trainees). *Retrievability:* Files arranged by individual, subject.

International Institute for Labour Studies
LAB-210
Description: Information on the Department's international labour activities. *Topics:* Canadian fellowship program; financial; African Regional seminar. *Retrievability:* Files arranged by subject.

International Labour Organization
LAB-220
Description: Information on the Department's international labour activities and International Labour Organization. *Topics:* ILO - general; constitution; financial; publicity; reports; statistics; surveys; staffing; international movement of trainees; governing body sessions; fiftieth anniversary celebrations — 1969; ILO publications; reports; and tables. *Retrievability:* Files arranged by subject and sessions.

International Services
LAB-230
Description: Information on the Department's international labour activities; includes gathering of information. *Topics:* Sources of information by country, labour counsellors — United Kingdom, Belgium, United States; Canada-U.S. automotive agreements; training of workers in other countries. *Retrievability:* Files arranged by country.

Organization for Economic Co-operation and Development
LAB-240
Description: Information on the Organization for Economic Co-operation and Development in which the Department has a strong interest; includes minutes and proceedings. *Topics:* Directorates; committees; working parties; committee of experts; seminars; conferences; commissions. *Retrievability:* Files arranged by session and subject.

United Nations
LAB-250
Description: Information on labour activities at the United Nations. *Topics:* Financial, press releases; United Nations development programs; United Nations Economic and Social Council — Commissions, specialized agencies, technical assistance board. *Retrievability:* Files arranged by subject.

Social Policy and Federal-Provincial Relations Branch

The Branch works toward strengthening consultative efforts between levels of governments and developing new mechanisms, either on a bilateral or multinational basis, to assist in the resolution of problems

between federal and provincial governments in the labour field. It also assesses various federal-provincial labour policy issues; arranges federal-provincial labour meetings; provides secretariat services to the Canadian Association of Administrators of Labour Legislation; and analyzes various government initiatives in the social policy field, identifying possible implications for the Department. The Branch is involved in interdepartmental meetings on a subject matter basis; holds meetings of Social Development Deputy Ministers; and maintains liaison with Ministry of State for Social Develop[illegible].

Classes of Records

Conferences and Meetings
LAB-260
Description: Information on activities between federal and provincial governments in the labour field, organization, arrangements and other secretariat services for the Canadian Association of Administrators of Labour Legislation, conferences and related matters. *Topics:* Labour Minister's conferences; memberships; annual conference; meetings of the executives; Statistics and Research Standing Committee; Women in Employment Committee; Occupational Safety and Health Committee; Labour Relations Committee; Labour Standards Committee.

Economics and Industrial Relations Research Branch

The Branch provides analytical and advisory services in the area of general and labour economics to strengthen the Department's capacity to understand and predict the influences of economic factors and trends on departmental activities. The work includes research and analysis in wage determination, economic trends and prospects, socio-economic impact analyses of labour standards, minimum wage and structural issues such as productivity. The Economics and Industrial Relations Research Branch also has policy responsibility for the Labour Adjustment Benefits Program and Industrial and Labour Adjustment Program.

Classes of Records

Economic Analysis
LAB-300
Description: Information on statistical analysis of the labour force and economic conditions in industries. *Topics:* Statistical analysis of the labour market; cost of living; economic conditions and policy; wage analyses in different industries. *Retrievability:* Files arranged by subject and industry.

Grants
LAB-310
Description: Information on financial assistance to individuals or groups of individuals for their studies in industrial relations in the labour field. *Topics:* University and departmental grants — policy, application for, and grants; by individual and associations. *Retrievability:* Files arranged by subject and individual.

Pensions and Insurance Research
LAB-320
Description: Information on the Uniform Statistical Program, communications on federal jurisdiction pension plans and pension plan issues and legislation. *Topics:* Statistics on individual companies; pension submissions by companies and other parties; acts and bills on pensions; and insurance plan legislation in Canada and other countries. *Retrievability:* Files arranged by industry, company, individual and country.

Industrial Relations Information Service

The Services are responsible for encouraging and facilitating access to public information by those involved in the collective bargaining process.

Classes of Records

Industrial Relations Information Services
LAB-330
Description: Information on activities to encourage and facilitate access to the public information required by those involved in the collective bargaining process. *Topics:* Administration; public relations; data system; committees, boards, conferences, meetings, seminars; liaison and co-operation with provincial governments; management; organizations and associations; labour unions; federal departments and agencies; universities and institutions regional and international offices. *Retrievability:* Files arranged by universities, associations, regional offices, labour unions, federal departments and agencies, conferences, meetings, seminars.

Labour Data Branch

The Branch collects, processes, publishes and disseminates data on current major collective bargaining settlements, the wage implications of settlements and various provisions in collective agreements; occupational wage rates and certain conditions of employment for most industries; work stoppages due to strikes and lockouts; and information on labour organizations and union membership. The Branch also maintains an extensive library of collective agreements from all jurisdictions in Canada and retains for public viewing copies of non-confidential labour union returns received under the *Corporations and Labour Unions Returns Act* (CALURA)

Classes of Records

Corporations and Labour Unions Returns Act (CALURA)
LAB-340
Description: Copies of the non-confidential part of labour unions returns for public viewing. *Topics:* General; names of union and organizations; names and addresses of unions; names of officers; number of members; names and addresses of employers with whom union has collective agreements. *Retrievability:* Files arranged by union name. There is a nominal charge for public viewing.

Collective Agreements
LAB-350
Description: All collective agreements under federal jurisdiction and agreements under provincial jurisdiction covering 200 or more employees. *Storage Medium:* Microfiche for older agreements and computer tapes. *Retrievability:* Files arranged by employer, province, location, industry and union.

Collective Bargaining
LAB-360
Description: Information on major collective agreement settlements, their wage changes and statistics. *Topics:* Collective bargaining settlements; wage changes from settlements; provisions in collective agreements (statistics). *Storage Medium:* Computer and microfiche. *Retrievability:* Files arranged by subject of agreement provisions.

Research
LAB-370
Description: Information on wage, operational and policy research for Labour Canada. *Topics:* Research — general; wage determination and changes; Labour Code; fair employment practices; labour standards — wages; working conditions; industrial relations — general; federal jurisdiction wage research by industry; working conditions; working standards survey; new initiatives — general; projects; directory of industrial relations — courses and questionnaires; union research activities questionnaire; behavioural research — general; and projects. *Retrievability:* Files arranged by subject.

Strikes and Lockouts and Labour Union Information
LAB-380
Description: Data on strikes, lockouts, union membership, and directory information on labour organizations. *Topics:* Strikes and lockouts; union membership; labour organization. *Storage Medium:* Computer tape. *Retrievability:* Files arranged by subject.

Wage Rates and Working Conditions
LAB-390
Description: Aggregate data on automated form from an annual survey of occupational wage rates, hours of work and certain working conditions in most establishments with 20 or more employees. *Topics:* Surveys — general; special requests for computer work; special surveys; elevator accidents; labour costs survey by industry; liaison and co-operation with provincial governments; outside surveys; working condition matters; annual survey; occupational wage rates; standard hours of work; vacations with pay; paid holidays; selected other benefits (periodic). *Retrievability:* Files arranged by topics, province, community and industry.

Legislative Analysis and Research Branch

The Branch provides a departmental and national service in the fields of labour affairs and labour legislation to improve access to knowledge and enable more informed decision-making.

The Legislative Analysis and Research Unit undertakes research into labour laws and related administrative practices in all jurisdictions in Canada.

Classes of Records

Labour Documentation
LAB-400
Description: Information on labour statutes, bills, acts, regulations, publications, reports which facilitate labour research. *Topics:* Bills; Regulations; Revised Statutes and Gazettes for all jurisdictions in Canada; Canadian and American Labour Law Reports; publications on labour legislation; and special reports.

Operations

Employment Relations and Conditions of Work

The Branch is concerned with the improvement of conditions of work in the federally regulated private sector and the industrial unrest in all of Canada, through changes in Part III (Labour Standards) and Part V (Industrial Relations) of the Canada Labour Code and the development of constructive labour management relations through the promotion of labour education and the quality of working life innovations.

Classes of Records

Acts, Regulations and Legislation
LAB-410
Description: Information on representations, revision, development and amendments of Part III of the Canada Labour Code(Labour Standards), *Fair Wages and Hours of Labour Act* and the *Female Employees Equal Pay Act*. *Topics:* Labour Standards — general; representations (for or against) the Code; rules and regulations of the Code; revision, development and amendments to the Code; hours of work extension orders; interpretation coverage by industry; enquiries on the Code by industry; ministerial orders; enquiries outside the scope of the Canada Labour Code by province; posting of notice of the Code; studies, complaints, investigations, shared-cost program projects, and enquiries. *Retrievability:* Files arranged by industry, province and subject.

Complaints
LAB-420
Description: Information on complaints, investigations and prosecutions under Part III of the Canada Labour Code (Labour Standards). *Topics:* Complaints; legal options; investigations; reports and prosecutions against individuals, groups and companies; inspection procedures. *Retrievability:* Files arranged alphabetically by individuals and companies. Files are located at regional offices.

Federal Contracts
LAB-430
Description: Information on federal contracts by department or agency to individuals and companies. *Topics:* General policy; labour conditions by federal departments and agencies. *Retrievability:* Files arranged alphabetically by departments and agencies. Files located at regional offices.

Hours of Work
LAB-440
Description: Information on hours of work, exemptions and related matters. *Topics:* Hours of work — general; policy; interpretations; application and reports; averaging; regulations; modification; studies, surveys; liaison — internal and provincial committees; individual industry exemptions. *Retrievability:* Files arranged by industry, province and country.

Inquiry Commissions
LAB-450
Description: Information on inquiry commissions pertaining to Part III of the Canada Labour Code (Labour Standards). *Topics:* Inquiry Commissions generally; by subject; by industry; by section of the Code. *Retrievability:* Files arranged by subject and by industry.

Labour Education Program
LAB-460
Description: Information on financial assistance to unions, academic institutions, employee associations and individual union members for Labour Education purposes. *Topics:* Administration; finances; publicity; program evaluation; research and statistics; training, meetings; boards; committees; conferences and seminars; liaison and co-operation with regional offices, government departments and agencies, provincial governments and foreign countries; liaison with associations, organizations, federations of labour, academic institutions; and applications for financial assistance under the Labour Education Support Program. *Retrievability:* Files arranged by province project, region, department or agency, organization, association, union, academic institution and individual.

Layoffs and Terminations
LAB-470
Description: Information on layoffs and terminations. *Topics:* Group and individual termination — general; interpretations; application policy; unjust dismissal, general and interpretations; redundancy and layoff program — general. *Retrievability:* Files arranged by industry and subject.

Leave and Pay
LAB-480
Description: Information on general holidays, maternity, bereavement, sick leave, vacation with pay, severance and garnishment pay. *Topics:* Holidays — interpretations; substitution with or without collective agreement, by industry and federal departments; maternity bereavement, and sick leave — interpretations by industry; vacations with pay — interpretation, waive vacation for year of employment, approving vacation for year of employment; severance pay — general; garnishment — interpretations and policy. *Retrievability:* Files arranged by industry and subject.

Quality of Working Life
LAB-490
Description: Information on promotional, educational and related activities in support of improvements in the quality of working life. *Topics:* Administration; liaison with resource persons and consultants; universities; professional and trade associations; individual companies and employers; regional offices; labour organizations; foreign governments; federal departments and agencies; provincial governments; municipalities; foreign and international institutions; promotion and communications; training and development research; conferences and seminars. *Retrievability:* Files arranged by universities, associations, regional offices, labour offices, federal and provincial governments, conferences and projects.

Wages
LAB-500
Description: Information on minimum wages on deferments, equal wages and payment of wages. *Topics:* Minimum wages — general, interpretations by industry, paid on a basis other than time; reduced wages for the handicapped and trainees; statement of wage exemptions; deferments — general; equal wages — general, interpretation by industry; payment of wages — general and interpretations. *Retrievability:* Files arranged by industry and subject.

Occupational Safety and Health Branch

The Branch develops policies and programs to promote safe and healthy working conditions through the application of Part IV of the Canada Labour Code (Safety of Employees). It also provides industrial safety and occupational engineering services and is responsible for policy on the administration of work injury compensation for federal employees and penitentiary inmates.

Classes of Records

Accidents
LAB-510
Description: Information on the reporting and investigation of accidents and work related injuries; also complaints and enquiries by individuals and companies. *Topics:* Accidents — general reports of fatalities; accident reports; investigations, complaints and enquiries on personal injuries and fatalities. *Storage Medium:* Grain Elevator Accident Statistics (Computer Tape). *Retrievability:* Most files are located in regional offices by industry and company.

Compensation
LAB-520
Description: Information on compensation legislation and coverage for federal employees and penitentiary inmates who make claims as a result of an accident or other work related injury. *Topics:* Terms and conditions to establish coverage; legislation; provincial arrangements; special compensation arrangements for coverage of non-federal employees while on assignments with the Crown. *Retrievability:* Files arranged by departments and agencies, subjects and province.

Laws and Regulations — Safety and Health
LAB-530
Description: Information on safety legislation, standards and regulations. *Topics:* Revisions, developments, amendments, interpretations and jurisdictional matters under Part IV of the Canada Labour Code (Safety of Employees); development of safety regulations; exemptions and approvals under the Regulations; federal and provincial legislation, standards and regulations. *Retrievability:* Files arranged by topic, province and country.

Research and Statistics
LAB-540
Description: Information on bibliographic research, general surveys and statistics. *Topics:* Statistical committee, provincial statistics — Part IV of the Canada Labour Code (Safety of Employees); accidents — number and costs; and fatalities. *Storage Medium:* Elevator accident statistics on computer tape. *Retrievability:* Files arranged by subject and province.

Safety and Health
LAB-550
Description: Information on safety and health surveys (in automated form), studies on hazards to workers in various sectors, and other activities to assist in the development of improved safety for workers. *Topics:* Occupational safety and health topics; inquiry commissions and boards; provincial inspection agreements; monitoring studies. *Retrievability:* Files arranged by subject and province.

CN Rail and CP Rail Safety and Health Committees
LAB-560
Description: Information on safety and health committees as established under Part IV of the Canada Labour Code (Safety of Employees), Section 84.1 in both major railways. *Topics:* Committee minutes; guidelines; task force reports; and monitoring studies. *Retrievability:* Files arranged by railway, province, company and department.

Labour Adjustment Review Board

In May 1982, a new activity, the Labour Adjustment Review Board, was created under the responsibility of the Minister of Labour. The Board's Secretariat was staffed in June 1983, utilizing Labour Canada's resources.

The purpose of the Board is to determine the eligibility of an employee to apply to the Canada Employment and Immigration Commission for Labour Adjustment Benefits and to determine the lay-off date. In order to determine eligibility, the Board, through its secretariat, undertakes an investigation of the circumstances surrounding the lay-off.

Classes of Records

Administrative Records
LAB-570
Description: The information contained in the records relates to the information on all financial, personnel, administrative and other support records related to the Labour Adjustment Review Board. *Retrievability:* The files are arranged by subject.

Labour Adjustment Investigations Records
LAB-580
Description: The information contained in the records relate to the circumstances surrounding the lay-off of one or many individuals, their eligibility to apply to the Canada Employment and Immigration Commission for Labour Adjustment Benefits and the determination of the lay-off date. *Topics:* Correspondence and reports on employers, personal information on employees and recommendations to the Board. *Retrievability:* The files are arranged by name of companies.

Laurentian Pilotage Authority

OPERATIONS BRANCH

- Pilotage Services
- Tariffs

ACCESS TO INFORMATION
CO-ORDINATOR
LAURENTIAN PILOTAGE AUTHORITY
ROOM 1804
1080 BEAVER HALL HILL
MONTREAL, QUEBEC
H2Z 1S8

Background

As a result of recommendations made by the Royal Commission on Pilotage in Canada, the *Pilotage Act* was assented to by Her Majesty and the Governor-General-in-Council, and proclaimed on February 1, 1972. The Act created four pilotage regions with specific Authorities, thereby replacing a large number of local pilotage districts. The four Pilotage Authorities — Atlantic, Laurentian, Great Lakes and Pacific — are Crown corporations, responsible to Parliament through the Minister of Transport.

The Laurentian Pilotage Authority is a Crown corporation established on June 30, 1971, and effective as of February 1, 1972. It is a Schedule D corporation within the meaning and purpose of the *Financial Administration Act*.

Laws and Regulations

- Pilotage Act and Regulations

Overall Responsibilities

The objects of the Authority are to establish, operate, maintain and administer, in the interests of safety, an efficient pilotage service within its geographical boundaries. It has jurisdiction in and around the Province of Quebec, north of the northern entrance to the St. Lambert Lock, except the waters of Chaleur Bay south of Cap d'Espoir.

Organization

The Authority's Board of Directors is appointed by the Governor-in-Council to a maximum of seven members. The Chairman is the chief executive officer; the other permanent member is the Vice-Chairman.

Access Procedures

All formal requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator
Laurentian Pilotage Authority
1080 Beaver Hall Hill
Room 1402
Montreal, Quebec
H2Z 1S8
Telephone: (514)283-6320

Administration Branch

The function of this branch is to attend board meetings, keep minutes, and take care of files and records.

Operations Branch

The function of this branch is to provide pilotage services by assignment, and to dispatch qualified pilots to ships navigating within the Authority's region.

Manuals

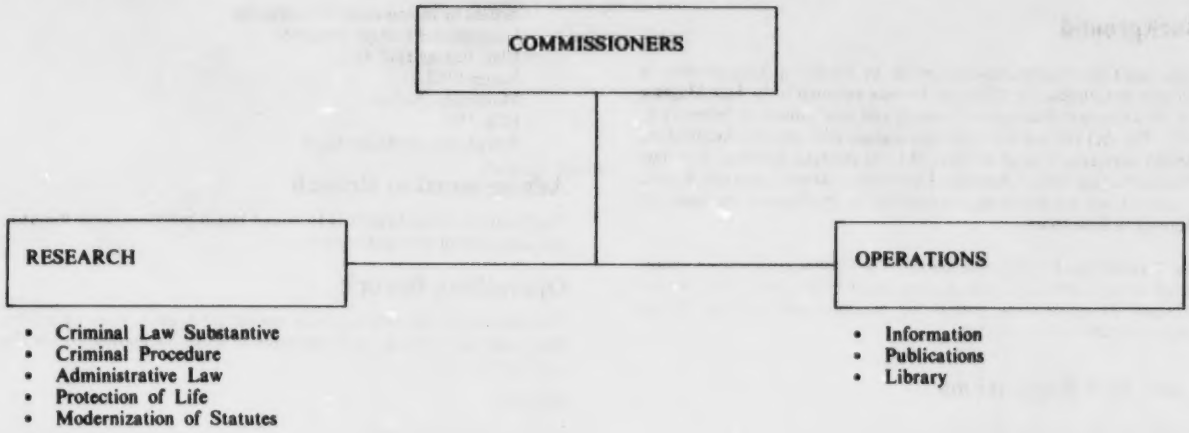
- Collective Agreements
- Working Rules
- Accident Reports and Investigations
- Pilot Licence Register
- Service Contracts
- Dispatching Procedures

Classes of Records

Pilotage Services
LPA-10
Description: Information on the provision of pilotage services within the Laurentian region. *Topics:* Dispatching records; pilotage licences; assignments; tariff charges; accident reports; collective agreements; international shipping affairs.

Tariffs
LPA-20
Description: Information on the setting of tariffs for the provision of pilotage services; also conduct and results of negotiations concerning the setting of tariffs in various districts throughout the region, as well as results of Canadian Transport Commission hearings.

Law Reform Commission of Canada



- Criminal Law Substantive
- Criminal Procedure
- Administrative Law
- Protection of Life
- Modernization of Statutes

- Information
- Publications
- Library

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
LAW REFORM COMMISSION OF
CANADA
ROOM 840A
130 ALBERT STREET
OTTAWA, ONTARIO
K1A 0L6

Background

The Law Reform Commission of Canada was established by an Act of parliament which came into force on June 1, 1971. The original statute provided for a Chairman, a Vice-Chairman, two other full-time Commissioners and two part-time Commissioners. A subsequent amendment in 1975 eliminated the part-time Commissioners in favour of one more full-time Commissioner, so that the present establishment of Commissioners comprises five full-time members, one being the President, a title which superseded "Chairman", and one Vice-President.

Laws and Regulations

- Law Reform Commission Act

Overall Responsibilities

The objects of the Commission are to study and keep under review on a continuing and systematic basis the statutes and other laws comprising the laws of Canada with a view to making recommendations for their improvement, modernization and reform, including, without limiting the generality of the foregoing: the removal of anachronisms and anomalies in the law; the reflection in and by the law of the distinctive concepts and institutions of the common law and civil law legal systems in Canada and the reconciliation of differences and discrepancies in the expression and application of the law arising out of differences in those concepts and institutions; the elimination of obsolete laws; and the development of new approaches to and new concepts of the law in keeping with and responsive to the changing needs of modern Canadian society and of individual members of that society.

Key Contacts

General Inquiries

The Secretary
Law Reform Commission of Canada
130 Albert Street
Ottawa, Ontario
K1A 0L6
Telephone: (613) 996-7844

Press Inquiries

Director of Information Services
Telephone: (613) 996-7851

Parliamentary Questions

Director of Operations
Telephone: (613) 996-7844

Publications Office

Telephone: (613) 996-7791

Major Publications

Working Papers

The Commission's working papers contain the results of its research in law on specific topics, together with its tentative recommendations for changes. Its final reports convey to parliament the Commission's firm proposals for reform, with the reasons for arriving at those conclusions. In addition to these publications it publishes an Annual Report which contains a listing of all publications currently available. Commission publications are issued free of charge and may be obtained by visiting the Commission at its premises or by telephoning the publications office.

Study Papers

As an introduction to some study topics, the Commission has produced study papers which were given a restricted distribution, and some other research papers which were similarly limited in distribution. These are available at the Commission library.

Library

The Commission's library holds all the Commission's research papers including those which have had a very limited distribution. It is a working legal library with a public reading room.

Regional Activities

The Commission maintains a small regional office in Montreal, largely devoted to liaison and research in the field of civil law. Records held there are part of the main filing system and are not necessarily complete in themselves.

Access Procedures

Formal request for access under the *Access to Information Act* should be directed to

Access to Information and Privacy Co-ordinator
Law Reform Commission
Varette Building, Room 840 A
130 Albert Street
Ottawa, Ontario
K1A 0L6
Telephone: (613) 996-7844

Classes of Records

Law Reform
LRC-10
Description: Information on Law Reform Commission philosophy and the methodology of study and research in various areas of the law, general administration of research, visits, correspondence with Ministers, outside inquiries, and liaison with Canadian, foreign, and international organizations concerned with research in law. *Topics:* Law reform; court cases; Acts and legislation; federal Acts and legislation — suggestions and opinions; legal drafting; constitution; legal research — references and abbreviations; Community Law Reform Project (East York); law reform co-operation and liaison; federal electoral reform; library — law project; ongoing modernization of statutes; pilot projects; research studies; statistics; reports and returns; a system to classify, retrieve and monitor Law Reform Commission recommendations; law reform — suggestions and opinions; young offenders.

Administrative Law
LRC-20
Description: Information on the study of the powers and procedures of federal agencies, and the use of sanctions to enforce compliance with regulations. *Topics:* Administrative law; administrative law appeal; Administrative Review Council; Federal Court; Judicial Review; Guidelines for Administration; federal agencies; freedom of information; Catalogue of Discretionary Powers in the Revised Statutes of Canada (R.S.C.) 1970; statutory powers of administrative authorities; Study Group of Administrative Tribunals; administrative appointments and procedures; administrative law — suggestions and opinions.

Criminal Law
LRC-30
Description: Research into the structure and content of the Criminal Code, the role of legislation and the whole process of criminal law. *Topics:* Criminal law; aims and purpose of criminal law; criminal law — towards a codification; corporate criminal liabiltiy; equality before the law — native people; poverty and criminal law; general principles and substantive offences; intoxication; mental elements of the offence;

mental illness; mental disorder in the criminal process; criminal responsibility for group action; strict liability; criminal law — suggestions and opinions.

Criminal Law — Offences

LRC-40

Description: The study of willful attempts to obstruct, pervert or defeat the course of justice. *Topics:* Conspiracy; contempt of court; dishonest acquisition of property; empirical event basis of criminal offences; empirical research on statement admissions and confessions; homicide; obscenity; pre-trial statements; protection of political institutions; sexual offences; dangerous sexual offenders; theft, fraud and related offences; criminal law offences — suggestions and opinions.

Criminal Law — Procedure

LRC-50

Description: Research into procedures leading to the trial, and the trial process. *Topics:* Criminal law procedure; self-incrimination; assessors; bail reform legislation; charging process discretion; charging process — framing the charge; classification of offences and the jurisdiction of the courts; control of the process; costs in criminal cases; criminal records — maintenance and disclosure; extraordinary remedies; jury; jury — pattern instructions; jury study — surveys; evidence of identification; minor offences; plea bargaining; pre-sentence hearings; pre-trial discovery; pre-trial procedures; private prosecutions; retention of stolen goods as exhibits at trial; police powers — general, arrest, search and seizure; police interrogation procedures; criminal procedure — suggestions and opinions.

Sentencing

LRC-60

Description: Studies of procedures surrounding sentencing. *Topics:* Sentencing and disposition; diversion; sentencing and disposition — empirical research; fines; deterrence; hospital orders; information use in sentencing; imprisonment; legal aspects of prison decision-making; magistrates' courts (Winnipeg Study); parole; prisoners' rights; probation; restitution; statistical data; sentencing and disposition — surveys, suggestions and opinions.

Military Law

LRC-70

Description: Studies on the rules of evidence used in the Canadian Armed Forces.

Evidence

LRC-80

Description: Studies on methods and procedures in presenting evidence to the court. *Topics:* Evidence; burden of proof and presumptions; character of witness and similar fact; children's evidence; compatibility of the accused and the admissibility of his statements; confessions; exclusion of illegally obtained evidence; expert witnesses and opinion evidence; authentication and identification; corroboration; hearsay; judicial notice; privileges; evidence witnesses — competency and compellability; evidence — suggestions and opinions.

Family Law

LRC-90

Description: Studies of parliament's legislative authority in marriage and divorce. *Topics:* Family law; children's legal representation; divorce; Family Court; Unified Family Courts; illegitimacy; maintenance orders; matrimonial property — common law, civil law; nullity of marriage; statistical data; family law — suggestions and opinions.

Expropriation

LRC-100

Description: Information on the study of federal expropriation powers not in the *Expropriation Act*. *Topics:* Expropriation; communications with non-government agencies; communications with foreign governments and agencies; communications with provincial governments; communications with federal agencies and departments; injurious affections; public hearings; expropriation — suggestions and opinions.

Commercial Law

LRC-110

Description: Research on the payment process, personal property security, corporate securities, and consumer protection. *Topics:* Commercial law; Canadian payment system; interest on judgment debts; commercial law — suggestions and opinions.

Labour Law

LRC-120

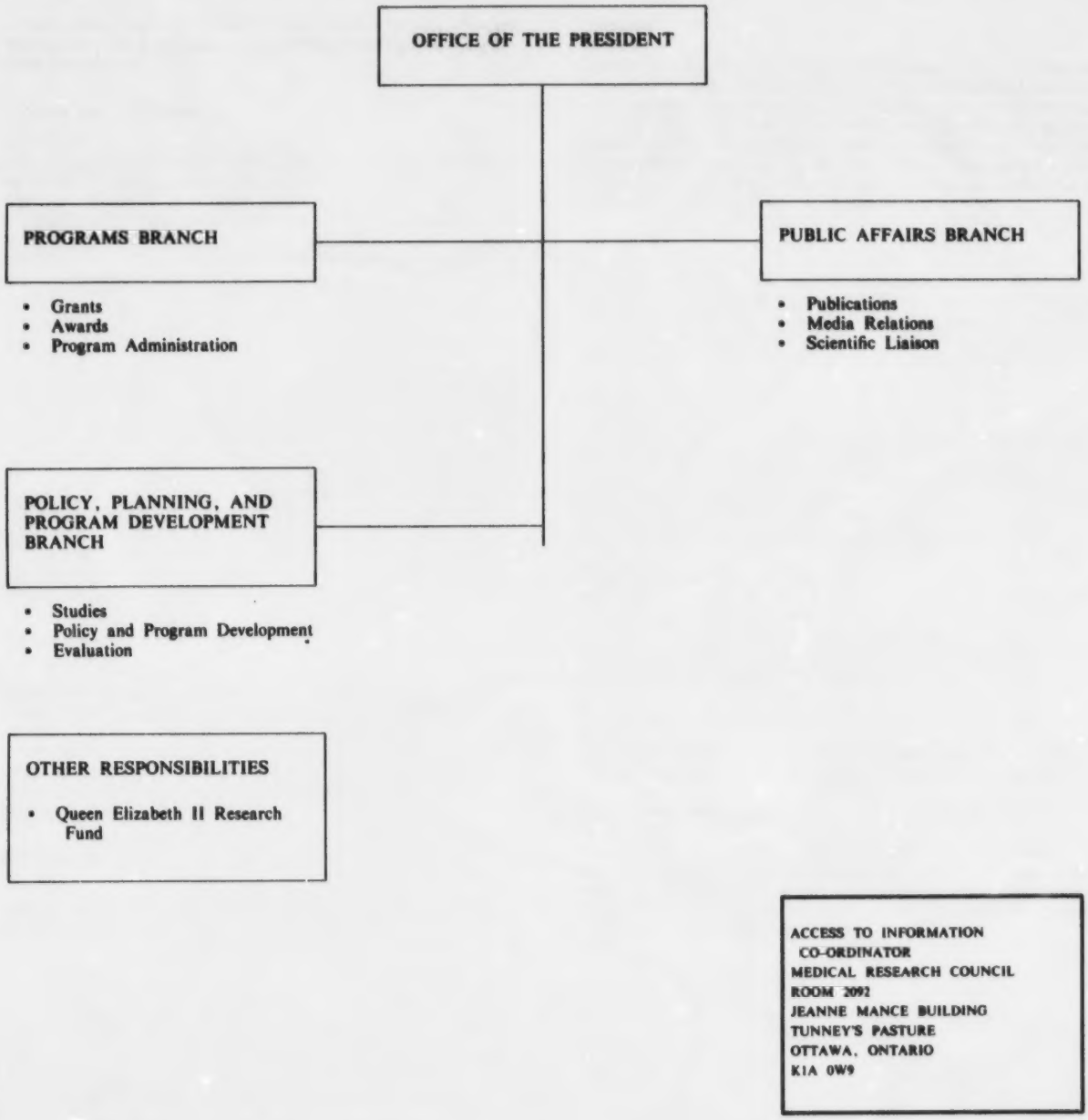
Description: Research on the *Canada Corporations Act*, the *Income Tax Act*, and the Labour Code. *Topics:* Labour law; arbitration.

Protection of Life

LRC-130

Description: Research on the role of the law in the whole area of life and death generally. *Topics:* Protection of life; consent; death and dying; environmental law; health care rights; human experimentation; mental health care; protection of the person in criminal law; protection of life — suggestions and opinions.

Medical Research Council of Canada



ACCESS TO INFORMATION
CO-ORDINATOR
MEDICAL RESEARCH COUNCIL
ROOM 2092
JEANNE MANCE BUILDING
TUNNEY'S PASTURE
OTTAWA, ONTARIO
K1A 0W9

Background

The Medical Research Council of Canada (MRC) is a Crown agency that became a separate entity in 1969 after some ten years of functioning as a semi-autonomous component of the National Reseach Council. Now the Council is accountable to Parliament through the Minister of National Health and Welfare, but is not part of that Department per se.

Overall Responsibilities

According to the *Medical Research Council Act*, the Council's mandate is to promote and support health sciences research in Canada by funding research carried out primarily in faculties of medicine, dentistry, and pharmacy, as well as in affiliated institutions and hospitals. The Council has no laboratories of its own, believing that health sciences research is better carried out in an environment in proximity to the point at which its results will be put into application.

Organization

The Council is made up of a President, who is also the Executive Officer of the Council and whose rank is equivalent to a Deputy Minister, and 21 other members appointed by the Governor-in-Council and performing their duties on a part-time and unpaid basis. In light of the nature of the Council's work, these members are drawn primarily from the health professions, but the general public is also represented. Council meetings are held three times a year.

The Executive Committee, made up of seven Council members including the President, carries out executive powers and functions under delegation from the Council.

The MRC has also created standing committees to assist it in formulating policies and procedures for the planning and priorities, research funding, research personnel, and ethics and experimentation. There are, in addition, approximately 35 committees for review of funding applications, made up of scientist, and charged with evaluating the scientific merit of projects submitted. Some 350 researchers provide part-time unpaid input into the activities of the standing and review committees and related activities such as on-site visits.

A 54-member Secretariat, made up of full-time employees located at Ottawa and under the direction of the President, provides general services to the Council, the Executive Committee, and all the other committees set up by the Council. This Secretariat is subdivided into four organizational units: Public Affairs, Corporate Management, Program Branch, and Policy, Planning and Program Development.

Key Contacts

General information on the Council is provided by the Public Affairs Branch in Ottawa. Contact may be made in person, by telephone, or by writing to the Branch, at the following address:

Director of Public Affairs
Medical Research Council
Room 2002, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0W9
Telephone: (613) 990-7687

Access Procedures

Requests under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Medical Research Council
Room 2092, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0W9
Telephone: (613) 990-7703

Program Branch

The Program Branch manages all MRC grants, awards, and other programs in accordance with the peer review process, the policy and program framework, other policies and procedures approved by Council and government policies and directives concerning financial, administrative, and personnel management.

Grants Programs

Classes of Records

Operating Grants
MRC-10
Description: An operating grant provides support for new or continuing research activities by individuals or small groups of investigators working in collaboration. *Topics:* Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence.

Program Grants
MRC-20
Description: A program grant is one of the methods used by Council to facilitate the further growth of team research in Canada. *Topics:* Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence.

Major Equipment Grants
MRC-30
Description: Major equipment grants are intended to provide for the purchase of single items of special research equipment costing $10,000 or more or for the purchase of various items of equipment that costs more than $15,000 in total. *Topics:* Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence.

Maintenance Grants
MRC-40
Description: Maintenance grants are made to cover the costs of maintaining facilities that are shared by groups of researchers within a department, faculty, university, or region. *Topics:* Applications; reviews by external referees; committee assessments; notification and administration of grants; general correspondence.

Medical Research Council Groups
MRC-50
Description: Medical Research Council groups provide full support for teams of accomplished investigators who wish to develop collaborative programs in what appear to be especially productive areas. The members of an MRC group are expected to devote their entire research effort to the program of the group and to be freed of the ordinary responsibilities of a member of faculty. *Topics:* Application of director of the group, et al; Executive and Council decision; administration of the group; general correspondence.

Biotechnology Development Grants
MRC-60
Description: The Biotechnology Development Grant is designed primarily to assist in the recruitment of new faculty members with a major interest in applying the recombinant DNA and related techniques to problems directly relevant to the health sciences. *Topics:*

Applications; reviews by external referees; committee assessments; notification and administration of grants; general correspondence.

Research Development Grants
MRC-70
Description: Subject Research Development Grants are designed to help initiate new and focused research programs that have the potential for impact on treatment and diagnosis, and for which there are requirements that cannot readily be met through other programs. At present, perinatology research is the only subject to which this program applies. Subject Research Development Grants are only awarded in situations where there appears a definite university intention to establish and maintain a new research program in the subject concerned. *Topics:* Applications; Council decision; administration of the grant; general correspondence.

General Research Grants
MRC-80
Description: General Research Grants are made each year to the dean of each school of medicine, dentistry, and pharmacy, to be used for the support of research at the discretion of the dean, except for the stipulation that they not be used for the payment of supplementation of salaries of academic personnel, construction costs or overhead expenses. *Topics:* Notification of the grant to the dean; financial statement; general correspondence.

Development Grants
MRC-90
Description: The Development Grants Program is designed primarily to assist in recruiting or establishing new faculty members who have the potential for major accomplishments in research. They are intended to provide an impetus for research in those schools of medicine, dentistry, and pharmacy where a more vigorous research program is considered by Council to be necessary to support professional education and health care. *Topics:* Application of the principal investigator, et al; Executive and Council decision; administration of grants; general correspondence.

Awards Programs

Classes of Records

Career Investigators
MRC-100
Description: The Medical Research Council program for Career Investigators (originally called the Associateship Program) was established in 1956 as a means of providing funds for salaries of a limited number of individuals of outstanding ability and training who made research a full-time career. No new appointments as associates are being made by the Council. Career Investigators appointed in 1975 and earlier will continue in their appointment subject to the terms and conditions under which they accepted the award. *Topics:* Individual's Career Investigator application; committee decision; administration of the award; general correspondence.

MRC Scientists
MRC-110
Description: This program provides salary support for independent investigators of outstanding ability who have shown promise of becoming leaders in their respective fields. *Topics:* Individual's MRC Scientist application; committee decision; administration of the award; general correspondence.

Scholarships
MRC-120
Description: Scholarships provide salary support fo a period not exceeding five years to a limited number of young health science investigators who show particular promise as independent researchers. *Topics:* Individual's Scholarship application; committee decision; administration of the award; general correspondence.

Centennial Fellowships
MRC-130
Description: Centennial Fellowships are designed for outstanding young persons of distinguished academic standing who hold an M.D., D.D.S., D.V.M., Pharm. D., or Ph.D. degree and who wish to broaden their fields of interest and thus equip themselves for independent work in clinical investigation and interdisciplinary research in the health sciences. Awards are made for one to three years; no more than ten new awards are made in any year. *Topics:* Individual's Centennial Fellowship application; committee decision; administration of the award; general correspondence.

Fellowships
MRC-140
Description: Fellowships are offered in competition to highly qualified candidates with an M.D., D.D.S., D.V.M.., Pharm. D., or Ph.D. degree who wish to take full-time research training in the health sciences. Awards are tenable for a specific term to a maximum of three years and may under certain conditions be renewed. *Topics:* Individual's Fellowship application; committee decision; administration of the award; general correspondence.

Studentships
MRC-150
Description: Studentships are provided in competition to highly qualified graduates with a B.Sc. degree who are undertaking full-time training in research leading to an M.Sc. or Ph.D. degree under the supervision of members of departments of schools of medicine, dentistry, or pharmacy, and under certain circumstances, schools of nursing or physical education. Awards are tenable for a specific term to a maximum of three years and may be renewed. *Topics:* Individual's Studentship application; committee decision; administration of the award; general correspondence.

Summer Scholarships
MRC-160
Description: Summer Scholarships are made available to undergraduates in medicine, dentistry, and pharmacy who wish to gain research experience in a health science department during the summer months. Funds are provided to the dean of each faculty of medicine, dentistry, and pharmacy in accordance with a formula based on undergraduate enrollment. Recipients of the awards are selected locally. *Topics:* Dean's reports; general correspondence.

Biotechnology Training Centre Awards
MRC-170
Description: The Training Centre Awards support opportunities for training students and post-doctoral fellows in the application of techniques of recombinant DNA and related methods to a broad range of disciplines and problems. *Topics:* Applications; committee assessments; notification and administration of awards; general correspondence.

Biotechnology Retraining Awards
MRC-180
Description: The Biotechnology Retraining Award is to enable established investigators to enhance their own research programs by the application of recombinant DNA strategies. The award would permit them to spend a year at another laboratory in Canada or abroad to gain experience with the relevant techniques. *Topics:* Applications; committee assessments; notification and administration of awards; general correspondence.

Visiting Scientists
MRC-190
Description: Visiting Scientist Awards are made in limited numbers each year to enable investigators to spend 3 to 12 months in laboratories other than their own. Proposals may be submitted by the deans of Canadian health science faculties on behalf of foreign scientists, or by Canadian investigators who wish to spend some time in another university in Canada or abroad in order to advance their research. *Topics:* Individual's Visiting Scientist application; committee decision; administration of the award; general correspondence.

Visiting Professors
MRC-200
Description: Visiting professorships are intended to encourage collaboration and exchange of information among scientists in Canadian universities. Awards are made to the universities on a formula basis, following submission of proposals by the deans of health science faculties. *Topics:* Individual's Visiting Professor application; committee decision; administration of the award; general correspondence.

Policy, Planning, and Program Development Branch

The Policy, Planning, and Program Development Branch conducts ad hoc and continuing studies in order to provide the President and Council the information necessary for policy considerations.

Classes of Records

Fields of Research
MRC-210
Description: Information on areas peripheral to medical research for which the Council has some responsibility. *Topics:* Research in the fields of dentistry; schools of pharmacy; psychology; occupational health and safety; gerontology; surgery and veterinary medicine; space research; mental research; general correspondence.

Research Survey
MRC-220
Description: Information on surveys established by the Council to gather general statistical data on selected aspects of the research community for use by the Council in determining the research requirements of the health science community across Canada. *Topics:* Graduate students; medical research support; research personnel; research trainees; research costs; health science research funding; academic degrees; fellowships and scholarships from other agencies; tropical and infectious diseases.

Other Activities

The Medical Research Council is responsible for administering the Queen Elizabeth II Research Fund and for the initial screening of Canadian candidates for International Research Fellowships offered by the U.S. National Institutes of Health.

Queen Elizabeth II Canadian Research Fund

The Queen Elizabeth II Fund to Aid in Research on the Diseases of Children was established by the Parliament of Canada to commemorate Her Majesty's visit to Canada in 1959. The Fund, in an amount of $1 million, was created to provide financial support to individuals or organizations prepared to undertake or to carry on research into the causes, prevention or treatment of diseases of children.

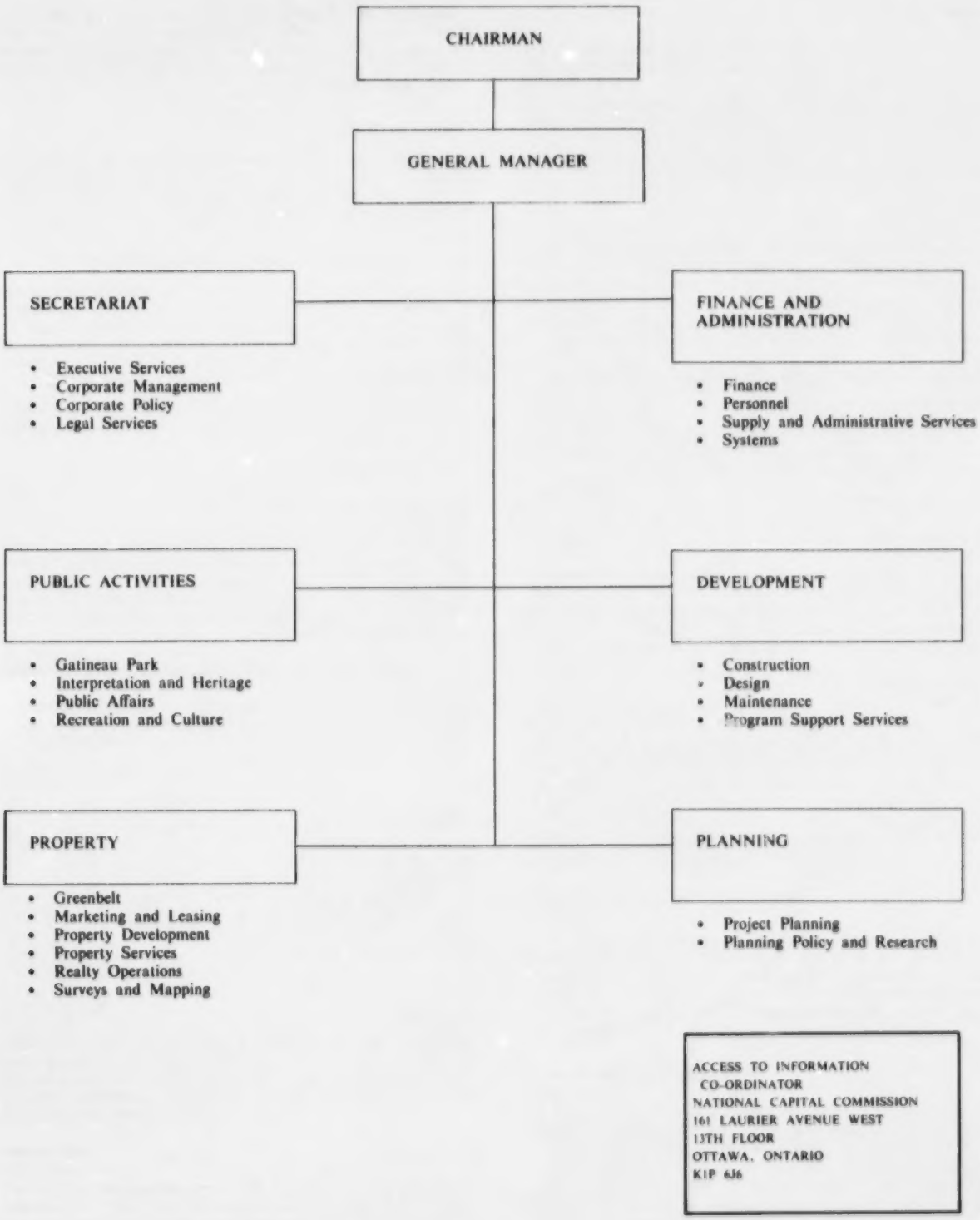
The Fund is administered by a Board of Trustees; the administrative services required are provided by the Secretariat of the Medical Research Council.

Classes of Records

Queen Elizabeth II Scientists
MRC-230
Description: These awards are designed to enable competent investigators to pursue a career in research on the diseases of children. Queen Elizabeth II Scientist Awards are tenable in Canadian universities or affiliated hospitals. *Topics:* Individual's Queen Elizabeth II Scientist application; committee decision; administration of the awards; general correspondence.

U.S. National Institute of Health International Research Fellowships
MRC-240
Description: The Council is responsible for the initial screening of Canadian candidates for International Research Fellowships offered by the U.S. National Institute of Health. *Topics:* Individual's application form; general correspondence.

National Capital Commission



ACCESS TO INFORMATION
CO-ORDINATOR
NATIONAL CAPITAL COMMISSION
161 LAURIER AVENUE WEST
13TH FLOOR
OTTAWA, ONTARIO
K1P 6J6

Background

The quality of the urban and regional setting of the nation's capital has been a continuing concern of the Government of Canada since Confederation. In 1899 specific provision was made for a government organization with the mandate to ensure that the capital could adequately fulfil its role as a major national symbol.

The Ottawa Improvement Commission (1899-1927) and the Federal District Commission (FDC, 1927-58) were the first such agencies. Their most significant accomplishments were the development of the early stages of the National Capital Region's network of parks and parkways.

By the *National Capital Act* (1958), Parliament established the National Capital Commission (NCC) as a successor to the FDC to continue developing and improving the National Capital Region. The Region, with the cities of Ottawa and Hull at its centre, is now an area of 4,662 km² intersected by the Ottawa, Gatineau and Rideau rivers.

Laws and Regulations

- National Capital Act, 1958

Overall Responsibilities

The basic role of the Commission, as stated in the Act, is to prepare plans for and assist in the development, conservation and improvement of the National Capital Region in order that the nature and character of the seat of the Government of Canada may be in accordance with its national significance. This objective has been further defined by the Government to mean development of the Region so that it will be a fitting symbol of Canada's cultural and linguistic values, an efficient and aesthetically satisfying place in which to carry on the nation's business, and a model of urban planning and development that will benefit other parts of the country and be a source of pride for Canadians.

The National Capital Commission responds to this challenge by maintaining the traditional areas of activity to high standards. These areas include parks, parkways, urban infrastructure, planning, architectural and landscape design, and the management of lands and properties. It administers shared-cost programs with municipalities for roadways, bridges, buildings, parks and utilities. It also has innovative programming in areas of increasing importance such as public, cultural and recreational activities and services to visitors.

Organization

To ensure the national outlook of the NCC, the Act provides for twenty commissioners from across Canada who function as a board of directors and who must be appointed by Order-in-Council. The Commission is headed by a chairman who is also its chief executive officer, and with the assistance of a general manager, acts as head of the Commission staff.

The staff of the Commission is organized into six administrative elements, each headed by an Executive Director: a Secretariat, and five branches responsible for Planning, Property, Public Activities, Development, Finance and Administration respectively. These branches are further organized into divisions headed by directors to administer the Commission's programs, projects and services. The Commission reports to Parliament through the Minister of Public Works.

General Information

The Commission has traditionally had an open-door policy in its extensive dealings with the public and will continue to provide all possible information on a routine basis. Much information on public, cultural and recreational activities such as guided tours, natural and historical interpretation, heritage and festivals is available through newspapers, periodicals, radio and television as well as posters, brochures and publications.

Informal requests for information may be addressed to

Public Affairs Division
Public Activities Branch
National Capital Commission
161 Laurier Avenue West
Ottawa, Ontario
K1P 6J6

or made in person to

Information desk
161 Laurier Avenue West
7th Floor
Ottawa, Ontario
Telephone: (613) 992-4231

Library

161 Laurier Avenue West
14th Floor
Ottawa, Ontario
Telephone: (613) 992-4130

Visitor Reception Centre

14 Metcalfe Street
Ottawa, Ontario
Telephone: (613) 992-5473

Information Kiosks (Summer)

Sparks Street Mall
Ottawa, Ontario

rue Hôtel de Ville
Place du Portage
Hull, Québec

Access Procedures

Requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
National Capital Commission
161 Laurier Avenue West
13th Floor
Ottawa, Ontario
K1P 6J6
Telephone: (613) 992-0338

Secretariat

The Secretariat provides staff support to the Chairman and General Manager in carrying out their overall management responsibilities. It also provides legal services; carries out corporate planning activities; maintains liaison with other governments; provides administrative support to the Commission itself and its advisory committees; and initiates corporate policy.

Classes of Records

Corporate Management
NCC-10
Description: Recommendations, decisions and policies of the Commission and information on the external aid program to promote bilingualism in the National Capital Region. *Topics:* Minutes of the Commission, its advisory committees and internal management meetings; appointments of commissioners and committee members; submissions to Treasury Board, the Governor-in-Council and Cabinet;

corporate planning correspondence and legal agreements; grants and other assistance to municipalities, voluntary agencies and other organizations for purposes of translation, simultaneous interpretation and language training, and program evaluation. *Retrievability:* Files arranged by subject and organization. Minutes of the principal committees are arranged chronologically in bound volumes, several of which are in microform. *Storage Medium:* Executed legal agreements other than leases, easements and deeds are catalogued separately and microfilmed annually.

Government Liaison

NCC-20

Description: Information on consultation, particularly at the policy development level, with other governments and organizations in the National Capital Region and with other federal departments and agencies. An example is the planning of the Ontario Provincial Court building on Cartier Square, Elgin Street, Ottawa, by the Commission, the municipal government of Ottawa, the Regional Municipality of Ottawa-Carleton, and the provincial government. *Topics:* Liaison for land and property transactions; liaison for construction and maintenance of buildings, grounds and structures; development of legal agreements. *Retrievability:* Files arranged by subject.

Juridical Affairs

NCC-30

Description: Information on legal matters, particularly in litigation and property settlements. *Topics:* Legal aspects of land and property transactions; legal agreements; damage suits for and against the Commission; collection of accounts. *Retrievability:* Files arranged by subject. *Special Access Note:* Request for access to these files may be transferred to the Department of Justice.

Development Branch

This Branch provides architectural, landscape architectural and engineering design services and administers related standards and specifications. It also administers construction projects; maintains federal government grounds and parks (except Gatineau Park) and Commission assets such as service buildings; co-ordinates NCC project design and technical liaison with other agencies; administers shared-cost programs with other levels of government; and maintains manpower and financial records, reviews and reports.

Manuals

- Internal manuals on design, signs, fire, safety and maintenance
- Federal, provincial and municipal codes and bylaws
- Contract regulations

Classes of Records

Construction

NCC-40

Description: Information on NCC construction projects; also monitoring of projects cost-shared as a result of agreements with other levels of government in the National Capital Region such as the Rideau Area Project in Ottawa and public utilities in Ontario and Quebec. *Topics:* Bridges, such as the MacDonald-Cartier bridge across the Ottawa River linking Ontario and Quebec; buildings and grounds, such as the Mile of History, Sussex Drive, Ottawa; fencing along roadways and property boundaries; public utilities such as the Lynwood collector sewer in Ontario and the sewage treatment plant in the Quebec portion of the National Capital Region; roadways, including scenic parkways, transit ways and highway development; contracts and agreements. *Retrievability:* Files arranged by subject and municipal address. *Storage Media:* Microform, plans and drawings.

Design

NCC-50

Description: Information on the NCC design program and review of proposals for location, erection, alteration or extension of a building, structure or undertaking, including engineering works and landscape development on federal lands and properties in the National Capital Region. *Topics:* Architectural, landscape architectural and engineering design plans, proposals, studies, and contract and related documents; cost estimates for projects; standards and specifications. *Retrievability:* Files arranged by municipal address and property parcel number. *Storage Media:* Microform, plans and drawings.

Maintenance

NCC-60

Description: Information on the maintenance of NCC facilities and service buildings; government grounds including Parliament Hill and Rideau Hall; roads and parks (except Gatineau Park); open spaces under NCC jurisdiction; and horticultural maintenance. *Topics:* Road repairs, paving and striping; nursery operations; tree removal and planting; landscaping; park furniture and services; vehicle operations; snow removal; ice skating surfaces such as the Rideau Canal. *Retrievability:* Files arranged by subject and municipal address.

Public Activities Branch

This Branch develops, promotes and controls the use of NCC parks and open spaces for recreation, interpretation, conservation, cultural activities and special events. It also administers Gatineau Park; develops heritage activities; and implements the public relations program of the Commission to promote national understanding and awareness of the capital area to Canadians and other visitors.

Manuals

- NCC Traffic and Property Regulations
- Fish and Games Acts for Ontario and Quebec
- Criminal Codes

Classes of Records

Gatineau Park

NCC-70

Description: Information on the development of the park in accordance with the 1980 Gatineau Park Master Plan for a natural environment capable of sustaining a high quality of public use and the promotion and maintenance of public recreational areas, facilities and programs. *Topics:* Conservation of natural features and wildlife; interpretation of natural and human history; recreation areas — beaches, camping, picnic grounds, sugar bush, trails and historical sites; maintenance — service buildings, grounds, roadways and utilities; public surveys; law enforcement and violation records. *Storage Media:* Microform, EDP, plans and drawings.

Recreation and Culture

NCC-80

Description: Information on recreational and cultural activities, events and services for visitors and residents of the National Capital Region. *Topics:* Festivals — Winterlude — a celebration of the Canadian winter, the Festival of Spring, and Canada Week; recreational facilities — garden plots, golf, skating, cycling; music-in-the-parks and the Astrolabe theatre; visual arts — sculptures, wall murals; permits and permission for cultural and private events in public spaces and for use of parkways.

Interpretation and Heritage

NCC-90

Description: Information on interpretation, history, human and natural heritage activities; also events and services for visitors and residents to inform about the natural and human history of the National

Capital Region. *Topics:* Interpretation centres and facilities; interpretation programs for the general public and groups; self-guided nature and human history trails; living history farm; restoration and preservation — historical sites, buildings, artifacts, exhibits and documents; ceremonies and celebrations such as the Rideau Canal's 150th anniversary and the Canada Canoe Festival. *Retrievability:* Files arranged by subject. *Special Access Note:* Heritage register catalogued separately by geocode number.

Public Affairs
NCC-100
Description: Public information and services on the National Capital area for Canadians and foreign visitors. *Topics:* Guided bus and walking tours to points of interest in the National Capital Region; reservation service and itineraries for touring Parliament; Rideau Hall; the Royal Canadian Mint; museums and other points; accommodation in the NCC Hostel; Visitor Reception Centre and information kiosks; publicity programs; public inquiries; cross-Canada exhibits. *Retrievability:* Files arranged by subject. *Special Access Note:* Telidon information system is provided at the Visitor Reception Centre, 14 Metcalfe Street, Ottawa. *Storage Medium:* Catalogue of photographs.

Property Branch

This Branch is responsible for the acquisition and disposal of real property to enable the Commission to carry out its mandate and achieve its programs. It also engages in leasing, property management, development and redevelopment of revenue-producing properties either on an interim or permanent basis. The Branch manages properties throughout the National Capital Region, including the urban core, the Greenbelt and Gatineau Park. It carries out property planning functions and develops policies and strategies for real property acquisition, management and disposal. In addition, it administers the Commission's program of grants-in-lieu-of-taxes.

Manuals

- Property Branch Manual
- Traffic and Property Regulations
- Federal, Provincial and Municipal Codes and Bylaws
- Specifications and Standards
- Safety Manual

Classes of Records

Property Negotiation and Management
NCC-110
Description: Information on the acquisition, management and disposal of lands and properties to meet the direct accommodation of federal requirements, the provision of parks and open space, transportation rights-of-way and control and direction of urban development by the NCC. *Topics:* Negotiations and transactions for the acquisition of real properties — purchase, expropriation, transfer, exchange; disposal of real properties; documentation for the transfer of real property and the granting of easements, licences of occupation, encroachments, road widenings, road alignments and the settlement of claims; inspection and maintenance requisitions — construction, repair, alteration and maintenance of buildings and structures, including wells, septic systems, water and sewers; correspondence with lessees concerning tenant satisfaction and compliance with lease terms; Grants-in-lieu-of-taxes to municipalities. *Retrievability:* Files arranged by property parcel number and easement number. *Storage Media:* Ongoing microfilming program and EDP (property system).

Property Development
NCC-120
Description: Recommendations on the suitability or availability of NCC lands and properties for public, semi-public or private purposes; also information on municipal land use and zoning proposals affecting federal properties. *Topics:* Land-use inventories; review and comments on land-use requests for easements, licences of occupation and rights-of-way on federal properties land use aspects of approved development master plans. *Retrievability:* Files arranged by property parcel number and easement number. *Storage Medium:* Ongoing microfilming program.

Property Leasing
NCC-130
Description: Information on negotiations and arrangements for the leasing of federal lands and properties for industrial, commercial, agricultural, recreational and residential purposes and promotion of entrepreneurial activities. *Topics:* Leasing of a wide variety of properties — heritage buildings, apartments, single-family homes, farms, offices, commercial establishments, institutional facilities and land for recreational and other purposes; proposals and assessments of prospective tenants; leases and covenants; inspection and maintenance; property tenant records and rental collection system. *Retrievability:* Files arranged by property parcel number. *Storage Medium:* Ongoing microfilming program.

The Ottawa Greenbelt
NCC-140
Description: Information on the development and administration of the Greenbelt — an area designed to meet the growing open-space needs of residents and visitors to the National Capital Region — and the maintenance of the productive areas and conservation values. *Topics:* Implementation of master plan and protection of natural and man-made resources; conservation and recreation activities; forest management and agreements; negotiations and leasing of rural and farm properties; approvals and rejections of land-use requests. *Retrievability:* Files arranged by property parcel number. *Storage Media:* Ongoing microfilming program, EDP property systems, plans and drawings.

Surveys and Mapping
NCC-150
Description: Information on the surveying and mapping program to support the Commission's property, engineering, landscaping, construction and legal activities. *Topics:* Topographical mapping and mapping contracts throughout the National Capital Region; land surveys for engineering, landscaping and construction works; legal surveys of NCC properties and legal descriptions of lands; current title records system; aerial photography. *Retrievability:* Files arranged by property parcel number. *Storage Media:* Maps, plans and drawings, aerial and other photographs.

Planning Branch

This Branch is responsible for planning policies and research on physical-spatial and socioeconomic issues within the National Capital Region; plans and guidelines for the development, conservation and improvement of the National Capital Region; and planning advice or assistance on long-term trends and prospects likely to have an impact on the National Capital Region.

Manuals

- Federal, Provincial and Municipal Codes and Bylaws

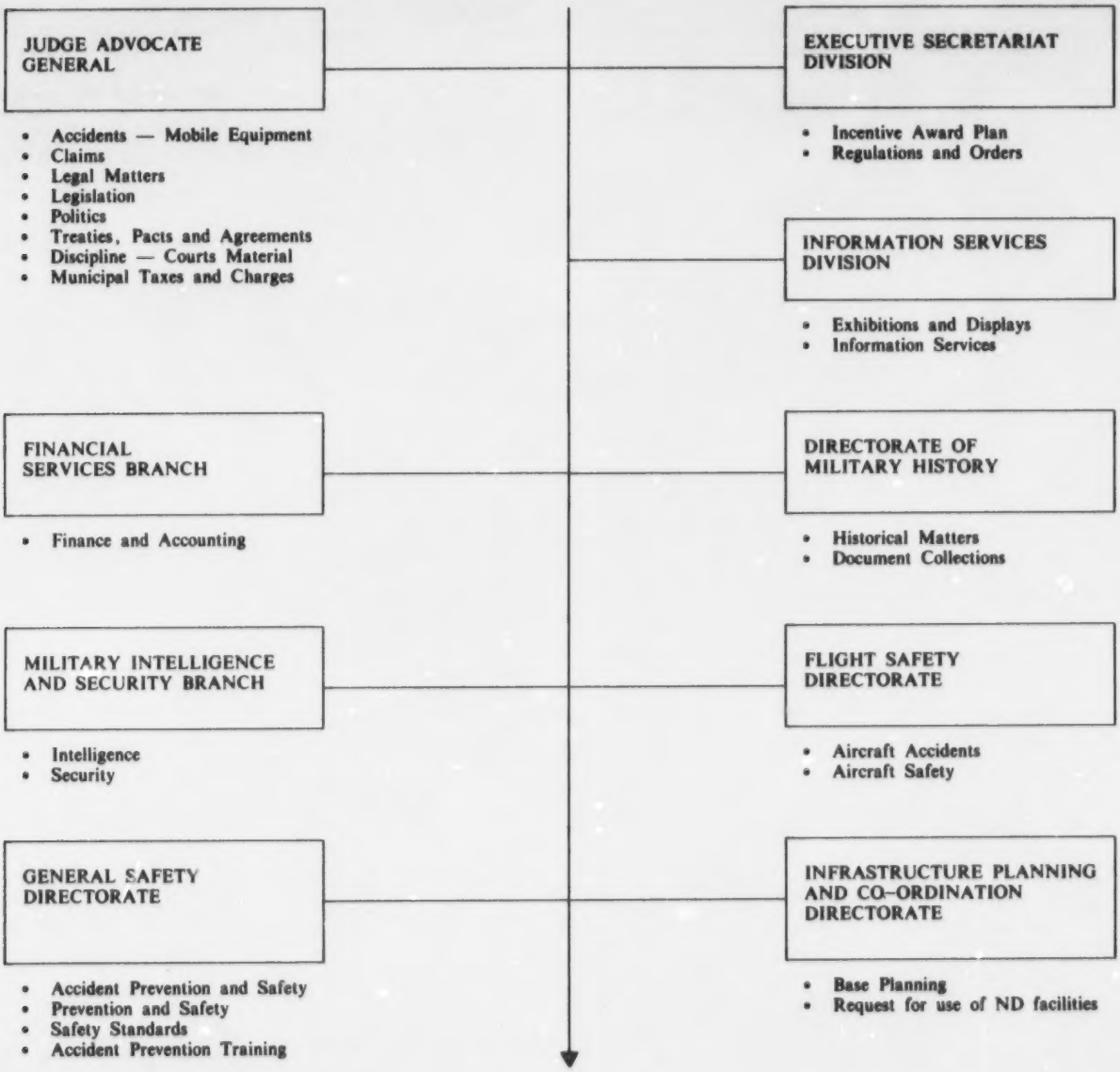
Classes of Records

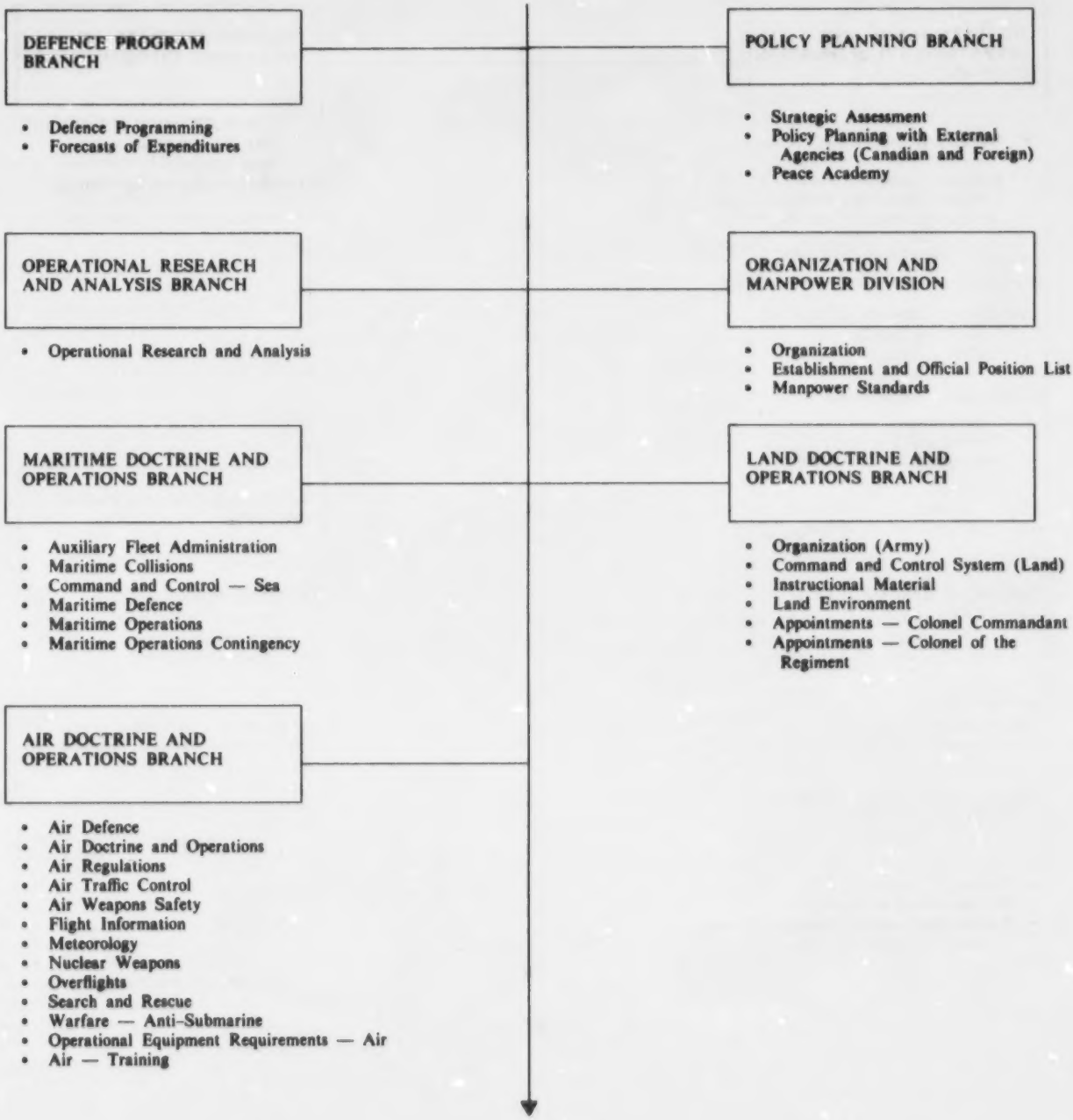
Planning Policy and Research
NCC-160
Description: Planning policies and professional planning advice to National Capital Commission branches and other levels of government. *Topics:* Planning the use of federally owned lands; accommodation of commercial and institutional activities of the private sector and other levels of government; physical-spatial and socioeconomic

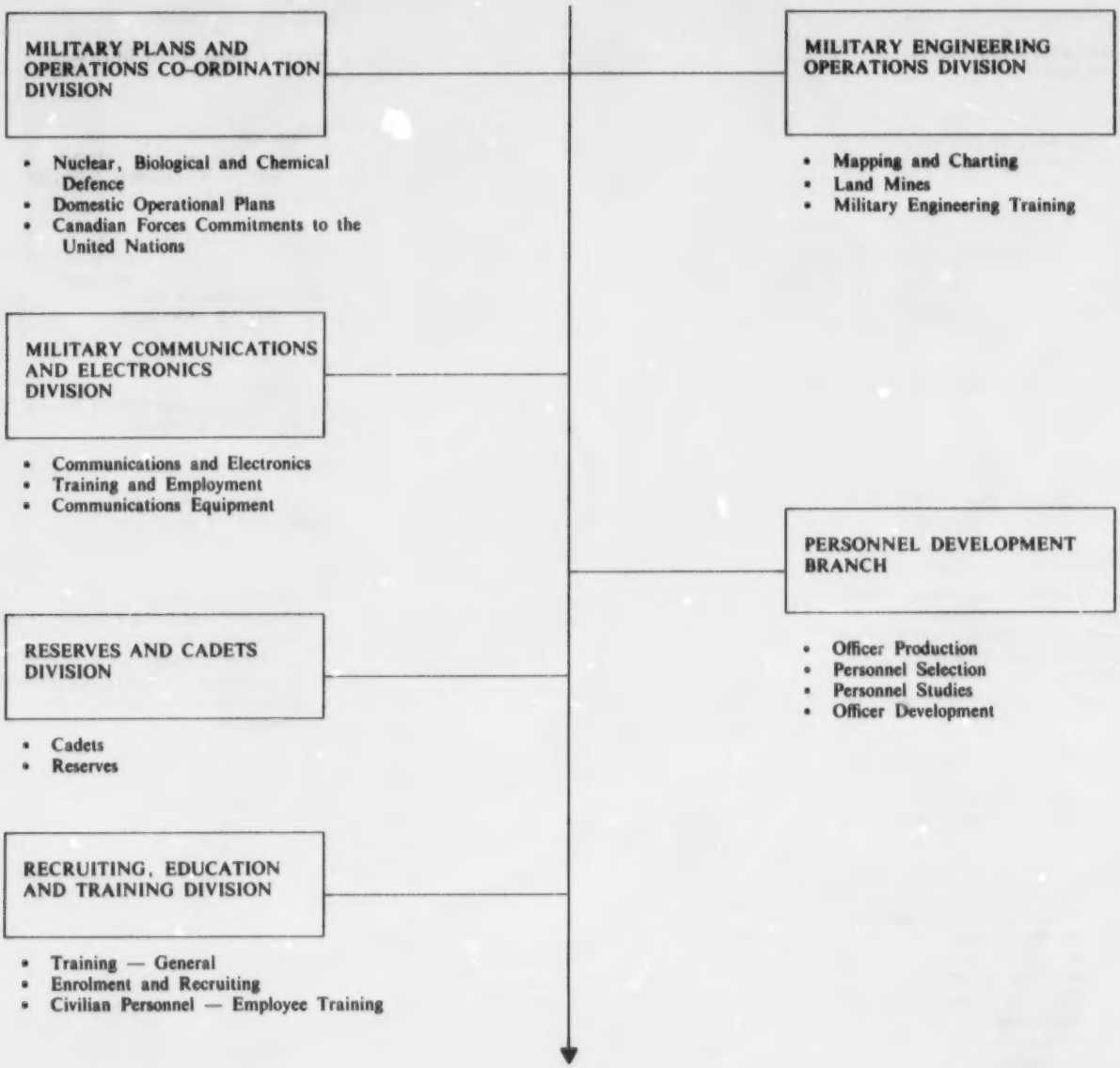
studies; transitways and interprovincial transit assistance. *Retrievability:* Files arranged by subject. *Special Access Note:* Studies are catalogued separately. *Storage Media:* Plans and drawings, some in microform.

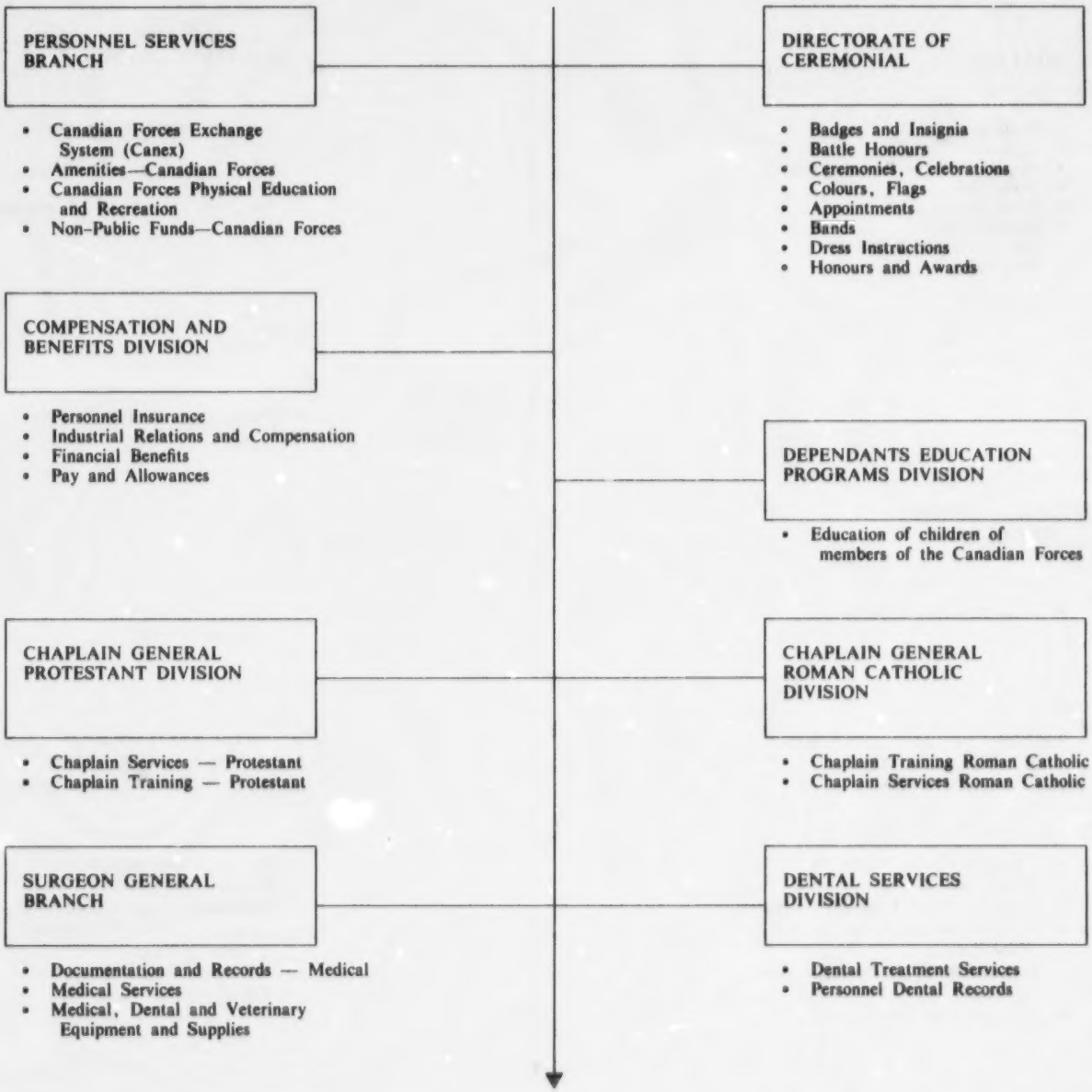
Regional and Urban Planning
NCC-170
Description: Information on project planning to promote integrated physical development of the Ontario and Quebec portions of the National Capital Region. *Topics:* Urban development plans for federal properties in the core area such as the Canlands; detailed land-use plans for specific federal land holdings required for a project; proposals by others affecting the use, development and tenure of federal lands; planning studies and master plans. *Retrievability:* Files arranged by subject. *Special Access Note:* Studies are catalogued separately. *Storage Media:* Plans and drawings, some in microform.

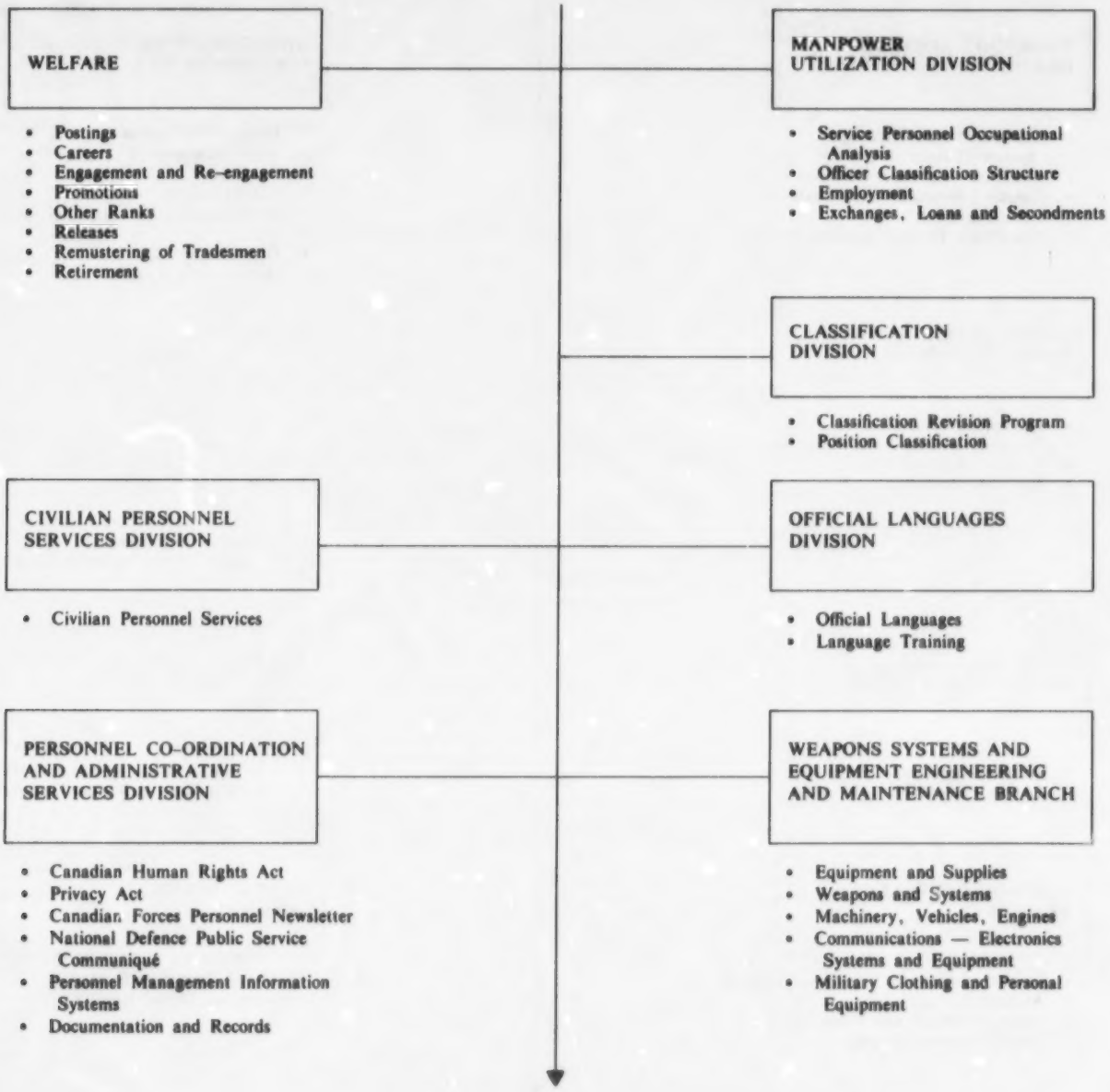
Department of National Defence

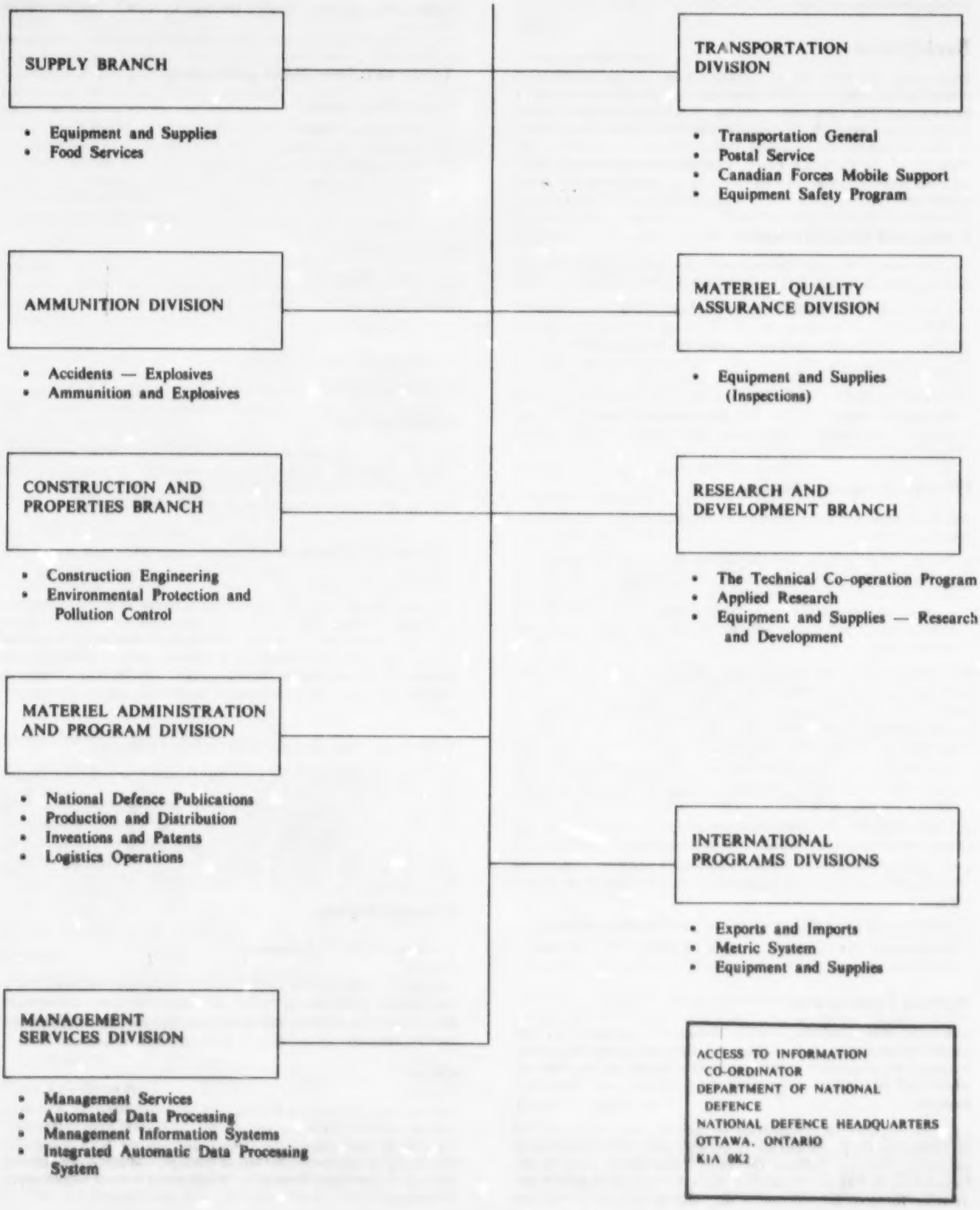



DEFENCE PROGRAM BRANCH
• Defence Programming
• Forecasts of Expenditures
POLICY PLANNING BRANCH
• Strategic Assessment
• Policy Planning with External Agencies (Canadian and Foreign)
• Peace Academy
OPERATIONAL RESEARCH AND ANALYSIS BRANCH
• Operational Research and Analysis
ORGANIZATION AND MANPOWER DIVISION
• Organization
• Establishment and Official Position List
• Manpower Standards
MARITIME DOCTRINE AND OPERATIONS BRANCH
• Auxiliary Fleet Administration
• Maritime Collisions
• Command and Control — Sea
• Maritime Defence
• Maritime Operations
• Maritime Operations Contingency
LAND DOCTRINE AND OPERATIONS BRANCH
• Organization (Army)
• Command and Control System (Land)
• Instructional Material
• Land Environment
• Appointments — Colonel Commandant
• Appointments — Colonel of the Regiment
AIR DOCTRINE AND OPERATIONS BRANCH
• Air Defence
• Air Doctrine and Operations
• Air Regulations
• Air Traffic Control
• Air Weapons Safety
• Flight Information
• Meteorology
• Nuclear Weapons
• Overflights
• Search and Rescue
• Warfare — Anti-Submarine
• Operational Equipment Requirements — Air
• Air — Training


MILITARY PLANS AND OPERATIONS CO-ORDINATION DIVISION
• Nuclear, Biological and Chemical Defence
• Domestic Operational Plans
• Canadian Forces Commitments to the United Nations
MILITARY COMMUNICATIONS AND ELECTRONICS DIVISION
• Communications and Electronics
• Training and Employment
• Communications Equipment
RESERVES AND CADETS DIVISION
• Cadets
• Reserves
RECRUITING, EDUCATION AND TRAINING DIVISION
• Training — General
• Enrolment and Recruiting
• Civilian Personnel — Employee Training
MILITARY ENGINEERING OPERATIONS DIVISION
• Mapping and Charting
• Land Mines
• Military Engineering Training
PERSONNEL DEVELOPMENT BRANCH
• Officer Production
• Personnel Selection
• Personnel Studies
• Officer Development


PERSONNEL SERVICES BRANCH
• Canadian Forces Exchange System (Canex)
• Amenities—Canadian Forces
• Canadian Forces Physical Education and Recreation
• Non-Public Funds—Canadian Forces
COMPENSATION AND BENEFITS DIVISION
• Personnel Insurance
• Industrial Relations and Compensation
• Financial Benefits
• Pay and Allowances
CHAPLAIN GENERAL PROTESTANT DIVISION
• Chaplain Services — Protestant
• Chaplain Training — Protestant
SURGEON GENERAL BRANCH
• Documentation and Records — Medical
• Medical Services
• Medical, Dental and Veterinary Equipment and Supplies
DIRECTORATE OF CEREMONIAL
• Badges and Insignia
• Battle Honours
• Ceremonies, Celebrations
• Colours, Flags
• Appointments
• Bands
• Dress Instructions
• Honours and Awards
DEPENDANTS EDUCATION PROGRAMS DIVISION
• Education of children of members of the Canadian Forces
CHAPLAIN GENERAL ROMAN CATHOLIC DIVISION
• Chaplain Training Roman Catholic
• Chaplain Services Roman Catholic
DENTAL SERVICES DIVISION
• Dental Treatment Services
• Personnel Dental Records


WELFARE
• Postings
• Careers
• Engagement and Re-engagement
• Promotions
• Other Ranks
• Releases
• Remustering of Tradesmen
• Retirement
MANPOWER UTILIZATION DIVISION
• Service Personnel Occupational Analysis
• Officer Classification Structure
• Employment
• Exchanges, Loans and Secondments
CLASSIFICATION DIVISION
• Classification Revision Program
• Position Classification
CIVILIAN PERSONNEL SERVICES DIVISION
• Civilian Personnel Services
OFFICIAL LANGUAGES DIVISION
• Official Languages
• Language Training
PERSONNEL CO-ORDINATION AND ADMINISTRATIVE SERVICES DIVISION
• Canadian Human Rights Act
• Privacy Act
• Canadian Forces Personnel Newsletter
• National Defence Public Service Communiqué
• Personnel Management Information Systems
• Documentation and Records
WEAPONS SYSTEMS AND EQUIPMENT ENGINEERING AND MAINTENANCE BRANCH
• Equipment and Supplies
• Weapons and Systems
• Machinery, Vehicles, Engines
• Communications — Electronics Systems and Equipment
• Military Clothing and Personal Equipment


SUPPLY BRANCH
• Equipment and Supplies
• Food Services
AMMUNITION DIVISION
• Accidents — Explosives
• Ammunition and Explosives
CONSTRUCTION AND PROPERTIES BRANCH
• Construction Engineering
• Environmental Protection and Pollution Control
MATERIEL ADMINISTRATION AND PROGRAM DIVISION
• National Defence Publications
• Production and Distribution
• Inventions and Patents
• Logistics Operations
MANAGEMENT SERVICES DIVISION
• Management Services
• Automated Data Processing
• Management Information Systems
• Integrated Automatic Data Processing System
TRANSPORTATION DIVISION
• Transportation General
• Postal Service
• Canadian Forces Mobile Support
• Equipment Safety Program
MATERIEL QUALITY ASSURANCE DIVISION
• Equipment and Supplies (Inspections)
RESEARCH AND DEVELOPMENT BRANCH
• The Technical Co-operation Program
• Applied Research
• Equipment and Supplies — Research and Development
INTERNATIONAL PROGRAMS DIVISIONS
• Exports and Imports
• Metric System
• Equipment and Supplies
ACCESS TO INFORMATION CO-ORDINATOR
DEPARTMENT OF NATIONAL DEFENCE
NATIONAL DEFENCE HEADQUARTERS
OTTAWA, ONTARIO
K1A 0K2

Background

Historically, the objective of Canada's armed forces has been to ensure the security of Canada and to contribute to the maintenance of world peace. The roles and functions of National Defence and its principal component, the Canadian Armed Forces, change from time to time to address the perceived threat to Canada's security. The evolution of the Canadian Forces must therefore be viewed as an ongoing modernization process reacting to ever-changing world conditions.

Laws and Regulations

The Minister of National Defence is the designated minister for the following acts of Parliament:

- Canadian Forces Superannuation Act, Revised Statutes of Canada (R.S.C.)
- Defence Services Pension Continuation Act, R.S.C. 1970
- National Defence Act, R.S.C. 1970
- Visiting Forces Act, R.S.C. 1970
- Aeronautics Act, R.S.C. 1970; for matters therein relating to defence, otherwise, the designated minister is the Minister of Transport.

Overall Responsibilities

The basic roles and responsibilities of the Department may be summarized as follows:

- To supplement and support the civilian authorities in maintaining surveillance and preserving control over and security within the national territory of Canada and areas of Canadian jurisdiction, to assist civilian authorities in the event of emergency or disaster, to provide search and rescue services, and to contribute to national development.
- To enhance the security of Canada against military threat by co-operating with the United States in the defence of North America.
- To enhance the security of Canada by co-operating in collective defence measures under the North Atlantic Treaty.
- To promote international stability, both by contributing to peacekeeping activities in co-operation with other members of the international community, and by providing military training assistance to friendly nations.
- To provide effective control, management, and administration of all activities of the Department and the Canadian Armed Forces.
- To provide the services necessary to ensure adequate supply and technical support for the Department and the Canadian Armed Forces.
- To provide all levels of training for the Canadian Armed Forces.
- To maintain and advance Canadian scientific and technological knowledge and analytical capability for defence.

Access Procedures

National Defence and the Canadian Forces process formal requests under the *Access to Information Act* through a central agency. Requests are channelled to the Access to Information Co-ordinator, whose staff then initiate and monitor the action required to provide a response.

Informal requests for information on departmental programs and activities from the public and the media may be directed to any one of the many National Defence Offices of Information listed in the Government of Canada publication *Index to Federal Programs and Services*. Requests for information may also be directed to National Defence Headquarters, Ottawa, Ontario, K1A 0K2, Telephone (613) 992-7147.

Access to Information Co-ordinator

Please address requests to:

DND Co-ordinator
Access to Information
National Defence Headquarters
Ottawa, Ontario
K1A 0K2
Telephone: (613) 996-6696

General Inquiries

(613) 992-4581

Media Inquiries

(613) 996-2353

Departmental Library

(613) 996-0831

Publications

The bilingual publication *Defence Canada* is published annually by National Defence. The publication is designed to provide an overview of current strategic considerations relative to defence planning and highlight departmental activities during the preceding year.

Register of Information Sources and Manuals by Activity

The following provides the information holdings of the Department of National Defence. Because of the numerous and wide range of manuals, regulations and orders used by the Department of National Defense to fulfill its functions, it is impracticable to include a complete list of its holdings in the publication. The Department may on request provide a list of existing manuals relating to a particular subject or activity.

Office of the Judge Advocate General

The Office provides legal advice to the Department and the Canadian Forces, oversees a system of courts and justice applicable to all members of the Canadian Forces and to civilians subject to the code of service discipline under Section 55 of the *National Defence Act*, administers and settles damage and injury claims by and against the Department, administers the service estates of all deceased members of the Canadian Forces, and administers the Service Pension Board.

Classes of Records

Accidents — Mobile Equipment
ND-10
Description: Information on ND mobile equipment accidents involving possible liabilities by or for the Crown. *Special Access Note:* Permission of individual involved in particular accident or ND vehicle number required.

Claims
ND-20
Description: Information dealing with the administration of a claims section and with claims by and against the Crown. *Topics:* Claims — general, by and against the Crown, and against NATO countries; ministerial compensation for loss or damage; and contract settlement. *Special Access Note:* Permission of individual to whom claim applies is required.

Legal Matters
ND-30
Description: Information dealing with settlements pertaining to legal matters. *Topic:* General; lease termination liability; citizenship; National Defence personnel testifying as witnesses; military courts; civil courts; Broadcast Musical Industries Canada Ltd. performing right fees; liability for loss and damage; non-military use of Canadian Forces trade marks, designs, titles, names, uniforms; application for incorporation; employment of civilian counsel — drivers of ND Vehicles; outside Canada; attendance at Judicial Proceedings; affidavits and statutory declarations; federal role in law enforcement in Canada; research projects, law, Judge Advocate General; and legal opinions, Judge Advocate General.

Legislation
ND-40
Description: Information dealing with legislation and legislative acts related to the Department. *Topics: Legislative Acts;* and *Canadian Forces Superannuation Act.*

Politics
ND-50
Description: Information dealing with elections in relation to Canadian Forces electors, public service electors, and dependant electors.

Treaties, Pacts and Agreements
ND-60
Description: Information on the administration, by National Defence, of treaties, pacts and agreements.

Discipline — Courts Martial
ND-70
Description: Information on the administration of National Defence Courts Martial. *Special Access Note:* Permission of individual to whom the Court Martial refers is required.

Municipal Taxes and Charges
ND-80
Description: Information dealing with the administration of National Defence municipal taxes and charges.

Executive Secretariat Division

The Division is responsible for providing and managing administrative services to ensure the effective functioning of the Department, and National Defence Headquarters in particular. This includes providing departmental administrative support services such as library services, records management services, personnel identification services, and National Defence Headquarters accommodation management services. The Division provides a departmental policy co-ordination and review function and provides secretarial support for senior management meetings. The Director General Executive Secretariat is the corporate secretary for DND.

Manuals

- Queen's Regulations and Orders for the Canadian Forces
- Canadian Forces Administrative Orders
- Department of National Defence Administrative and Staff Procedures Manual — Administrative Procedures for National Defence Headquarters

Classes of Records

Incentive Award Plan
ND-90
Description: Information dealing with the administration of the Department's Incentive Award Plan. *Topics:* Suggestion, Merit, Long Service, and Outstanding Achievement Award Programs. *Special Access Note:* Permission of individual to whom the award was made is required.

Regulations and Orders
ND-100
Description: Information on regulations and orders in the Department. *Topics: Queen's Regulations and Orders for the Canadian Forces;* and *Canadian Forces Administrative Orders.*

Office Services Administration
ND-110
Description: Information dealing with administrative services. *Topics:* Correspondence management; library services; records management; transcribing and typing services; duplicating services; and parking.

Information Services Division

The Division provides advice and guidance to the Minister, Deputy Minister, Chief of Defence Staff, commanders, and managers on public information and communications matters in support of ND/CF policies, objectives, programs and activities; plans, conducts, and evaluates information programs for external and internal publics; provides the public and media with the maximum amount of information on defence consistent with national and international security; and maintains a working relationship with communications agencies of federal, provincial, and allied governments. The Division also arranges Canadian Forces participation in exhibitions and displays.

Classes of Records

Exhibitions and Displays
ND-120
Description: Information on ND/CF participation in national and international exhibitions, air shows, mobile theatres, and Armed Forces Day.

Information Services
ND-130
Description: This class covers aspects of information and public affairs activities. *Topics:* Policy, biographies, news releases, press clippings, radio and television, films, photographs, information programs, media visits, ceremonies and celebrations, Armed Forces Day, and national and international PR activities, as well as administration and general files.

Directorate of Military History

The Directorate's main function is the production of official histories of the Canadian Armed Forces. The Directorate collects source documents on Canadian military history, acts as an information centre on the history of the Canadian Forces, and provides historical research facilities.

Classes of Records

Historical Matters
ND-140
Description: Specific official and unit histories, access to documents, bilingualism, instructions to historians, printing and distribution, information on annual historical reports and diaries, and the production of official histories. *Topics:* Land environment; air environment; and sea environment.

Document Collections
ND-150
Description: Information on almost all activities of the Canadian Forces from the early twentieth century to recent times. Beginning dates vary from the turn of the century to the Second World War. *Retrievability:* Subject and accession number, source, author, or title.

Military Intelligence and Security Branch

The Branch develops policies and plans for the management of National Defence intelligence and security resources; produces and disseminates timely defence intelligence; controls the activities of Canadian Forces Attachés and Advisers; is the point of contact for foreign military attachés and advisers accredited to Canada; and provides security services to the Department.

Manuals

- Security Orders for the Canadian Forces Manual

Classes of Records

Intelligence
ND-160
Description: Information dealing with intelligence information for the use of the Department. *Topics:* Intelligence requirements; briefing; production; facilities; studies; and publications, plans, and analyses.

Security
ND-170
Description: Information dealing with security, education, and information within the Canadian Forces. *Topics:* Security in an emergency; internal security operations; security education (policy, bulletins, posters); briefings (by country); security information systems (research and development); physical safeguards; release of information (by country); technical security inspections; security of installations (bases/units); security of personnel training; and counter-intelligence.

Flight Safety Directorate

The Directorate makes recommendations and develops programs that will result in the prevention of accidental losses of aviation resources. This includes identifying hazardous areas of Canadian Forces air operations and support functions; developing and monitoring the flight safety program; reviewing aircraft occurrences for trend analysis; providing educational information; participating in the development of new aviation resources; conducting flight safety surveys at civil contractor facilities; and exchanging flight safety information with other military and civilian agencies, solely for accident prevention purposes.

Manuals

- Flight Safety for the Canadian Forces Manual
- Occurrence Investigation Techniques Manual

Classes of Records

Aircraft Accidents
ND-180
Description: Correspondence relating to general policy concerning aircraft accidents, investigations, and summaries of accidents in the Canadian Forces and other countries, replies to requests by the public for information, and aircraft salvage and wreckage recovery. Files on each aircraft in the Canadian Forces inventory contain reports of accidents and incidents to that aircraft. *Topics:* Aircraft accidents-general; returns and summaries; aircraft of other countries; investigations; Canadian Forces and Transport Canada Co-ordination; and salvage and wreckage recovery. *Special Access Note:* Aircraft designator and serial number.

Aircraft Flight Safety
ND-190
Description: Correspondence dealing with general policy, guidelines, bulletins, posters, publications, awards, operational hazards and foreign object damage associated with flight safety. *Topics:* Statistics; industrial flight safety surveys; and bird hazards.

General Safety Directorate

The Directorate is responsible for overall development, co-ordination, and administration of the Department's General Safety Program and for advising on General Safety accident experience, risk and loss control management, and policy for occupational health.

Manuals

- DND General Safety Program Manual
- DND General Safety Standards Manual
- DND General Safety Precautions Manual

Classes of Records

Accident Prevention and Safety
ND-200
Description: Information dealing with the administration of the Department's General Safety Program. *Topics:* Standards and precautions; and occupational health and safety.

Safety Standards
ND-210
Description: Information on general safety standards and precautions.

Accident Prevention Training
ND-220
Description: Information dealing with the administration of the Department's General Safety training program. *Topics:* Supervisor's safety; safety management; and management and occupational health training courses for military and ND civilian personnel.

Infrastructure Planning and Co-ordination Directorate

The Directorate is responsible for co-ordinating base planning activities within the Department, preparing Base Planning Guidelines, monitoring the implementation of Base Development Plans, planning for joint use and occupancy of Canadian Forces Bases by civil authorities and foreign military powers, providing advice to other staff agencies on base planning matters, and co-ordinating civil use of military airfields.

Classes of Records

Base Planning
ND-230
Description: Information dealing with base planning and development. *Topics:* Base closures; base consolidations; and base openings.

Request for use of ND Facilities
ND-240
Description: Information dealing with the civil use of National Defence aerodromes. *Topics:* Requests; authorization; and co-ordination.

Defence Program Branch

The Branch develops and maintains the Defence Program Management Systems, controls and reviews the Defence Services Program, analyses options to meet the Department's capability goals, reviews and guides the management of major projects, and prepares the Defence Services Program Forecast.

Manuals

- Defence Program Management System Guidance Manual

Classes of Records

Defence Programming
ND-250
Description: Information related to the planning, programming, budgeting, and managing of the Defence Services Program. *Topics:* The control and identification of all defence activities.

Forecasts of Expenditures
ND-260
Description: Information related to government expenditures and the Expenditure Management System. *Topics:* Forecasts of expenditures for all Defence services program activities.

Policy Planning Branch

The Branch is responsible for originating and advising on policy matters, evaluating strategic developments, developing defence policy proposals (including defence objectives) and guidance for the planning of defence capabilities, and co-ordinating policy planning with external agencies, and in particular, Canada's involvement with NATO.

Classes of Records

Strategic Assessment
ND-270
Description: The Department of National Defence Strategic Assessment files dealing with the study of international, political, economic, and military events and trends.

Policy Planning with External Agencies (Canadian and Foreign)
ND-280
Description: Information on the integration of all external (international) operations conducted by government, and liaison with foreign agencies regarding UN operations. *Topics:* Integration of Government External Operations; United Nations; Policy; Peacekeeping; and International Peace Academy.

NATO
ND-290
Description: Information on the North Atlantic Treaty Organization. *Topics:* NATO Agreement; NATO Committees; NATO Defence Measures and Plans; NATO Mutual Aid; NATO Organization and Establishment; and NATO Defence Review.

Operational Research and Analysis Branch

The Branch directs the operational research and systems analysis program, and is responsible for the maintenance of scientific quality and support of financial research elements.

Classes of Records

Operational Research and Analysis
ND-300
Description: Correspondence files on the preparation of programs, war game rules and techniques, concepts of operation, and strategic studies. *Topics:* Operational research — land, maritime, air; research analysis of logistics, manpower, mathematics and statistics, social and economic, and strategic.

Organization and Manpower Division

The Division is responsible for generating departmental organizational policy, procedures, structures, changes, and orders; identifying total military and civilian manpower requirements with the Department, both current and future; controlling military rank and occupational code structures; developing and maintaining the Official Position List of continuing civilian employees; controlling the casual person-year allocation; developing and maintaining manpower scales and standards; managing the On-site Manpower Evaluation Program; and producing and maintaining unit establishment documents.

Manuals

- Organization and Establishment Manuals
- Volume I — Concept for the Canadian Forces (to be renamed)
- Volume II — Establishment Policy and Procedures
- Volume III — Establishment Criteria
- National Defence Headquarters Organization Book
- Unit Identification Code Manual
- Official Position List

Classes of Records

Organization
ND-310
Description: Information on departmental organization structure and Canadian Forces Organization Orders. *Topics:* Organization policy and procedures; Canadian Forces Organization Orders; and unit identification codes.

Establishment and Official Position List
ND-320
Description: Policy guidance, procedures, and correspondence files dealing with Canadian Forces establishments and the civilian Official Position List. *Topics:* Canadian Forces establishments (monthly and quarterly Establishment recapitulations); civilian Official Position List; On-site Manpower Evaluation Reports.

Manpower Standards
ND-330
Description: Policy guidance, procedures, and correspondence files dealing with manpower standards and establishment criteria. *Topics:* Manpower standards and establishment criteria.

Maritime Doctrine and Operations and Requirements Branch

The Branch is responsible, within National Defence Headquarters, for the development of maritime policy and doctrine relating to force structure, capability requirements, equipment requirements, contingency plans, operational employment, resource management, manning, training standards, and the policy for training and employment of the Naval Reserve.

Manuals

- Maritime Strategy Study (1970-2000) Manual
- Maritime Force Development Guide Manual
- Maritime Commander's Operational Planning Guidance Manual

Classes of Records

Auxiliary Fleet Administration
ND-340
Description: Correspondence on the administration of the auxiliary fleet. *Topics:* General administration, docking and undocking reports, finance and accounting, replacement program, equipment, and personnel.

Maritime Collisions
ND-350
Description: Correspondence and reports on collisions at sea. *Topics:* Groundings; berthing incidents; and mishaps.

Command and Control — Sea
ND-360
Description: Correspondence on the various maritime systems generically called Command and Control systems which are concerned with the collection, evaluation, display, and dissemination of tactical information to permit effective command of a force at sea.

Maritime Defence
ND-370
Description: Correspondence on maritime defence. *Topics:* Defence of ships; utilization of Government-owned vessels during emergency or war; torpedo counter-measures; Maritime Forces deployment; Maritime Defence in the Arctic; security of Canadian ports, internal waters, and shipping.

Maritime Operations
ND-380
Description: Correspondence on maritime operations. *Topics:* Employment of Maritime Forces; ships' Movement Reporting System; naval gunfire support; operational readiness; and International Commission on North Atlantic Fisheries — fisheries patrols.

Maritime Operations — Contingency
ND-390
Description: Correspondence on maritime contingency operations. *Topics:* Civil direction of shipping; naval control of shipping; Naval Officer-in-Charge Organization; and Fisheries Emergency Control Organization.

Land Doctrine and Operations Branch

The Branch is responsible for Army future force development, doctrine (what we teach), force structuring, operational training and planning, equipment requirements, and scaling of equipment.

Manuals

- Army Doctrine Manuals
- Army Future Force Development Manual
- Army Logistics Guide
- Army Field Scales Manual
- Army Field Force Equipment Tables
- Army Ammunition Staff Tables
- Helicopter Operating Instructions (Army) Manual

Classes of Records

Organization (Army)
ND-400
Description: Information on development of force structure and unit establishments. *Topics:* Units and formations.

Command and Control Systems — Land
ND-410
Description: Information on development and user input to Command and Control System, development of operational concepts and organization for the land forces, and Combat Development Canada.

Instructional Material
ND-420
Description: Instructional pamphlets, books, manuals, etc. resulting from the development of Land Doctrine.

Land Environment
ND-430
Description: Information on the British Army Training Conference (Training in Canada) and British Exercises in Canada.

Appointments — Colonel Commandant
ND-440
Description: Information on the appointment and activities of Colonel Commandants for Branches of the Canadian Forces.

Appointments — Colonel of the Regiment
ND-450
Description: Information on the appointment and activities of Colonels of the Regiment of the Canadian Forces Regiments.

Air Doctrine and Operations Branch

The Branch is responsible for all air force matters including the type of air force that is required and how it should be used, equipped, and trained to meet established departmental objectives. This Branch also advises on Air Reserve employment and training policy, and provides environmental representation to meet national and international liaison and representational requirements.

Manuals

- Canadian Forces Nuclear Safety and Inspection Orders Manual
- Search and Rescue Orders and Procedures Manual

Classes of Records

Air Defence
ND-460
Description: Information on Air Defence as it applies to North America. *Topics:* Movement of aircraft, detection and tracking, and deployment of aircraft.

Air Doctrine and Operations
ND-470
Description: Information on various modes of employment of air vehicles in both the combat and support role. *Topics:* Aerial, tactical and reconnaissance operations; flying rates; ejection; bail-out and parachuting procedures; and doctrine development.

Air Regulations — Infractions
ND-480
Description: Information on Security identification zones, air regulations in general, and investigation of infractions.

Air Traffic Control
ND-490
Description: Information on matters related to air traffic control, mainly on a day-to-day basis in a peacetime environment. *Topics:* Control of airways; zones; and military flying areas.

Air Weapons Safety
ND-500
Description: Information on air weapons safety in general, as well as policy and investigations of accidents and incidents.

Flight Information
ND-510
Description: Notices to airmen, danger and restricted areas, and Annual Air Facility Description. *Topics:* International Civil Aeronautical Organization; publications; and aeronautical charts.

Meteorology
ND-520
Description: Information on all aspects of meteorology in the Canadian Forces, mainly from an organizational and administrative point of view. *Topics:* Communications; publications; secondment of personnel; forecasting; and observing.

Nuclear Weapons
ND-530
Description: Information on policy and various administrative procedures and understandings that pertain to the control of nuclear weapons. *Topics:* Administration; accidents and incidents; field activities; safety; storage; and supplementary arrangements.

Overflights
ND-540
Description: Information on overflights of Canada by aircraft of various nations under various circumstances; also overflights of other countries.

Search and Rescue
ND-550
Description: Information on virtually all aspects of search and rescue as it pertains to National Defence. *Topics:* Aircraft; marine; missing persons; and mercy flights.

Warfare — Anti-Submarine
ND-560
Description: Information on systems and techniques employed in anti-submarine warfare. *Topics:* Detection systems; and sound surveillance.

Operational Equipment Requirements — Air
ND-570
Description: Information on various air-related equipment requirements including air vehicles, ground support equipment, and some ground installations. *Topics:* Tactical requirement; ground support; and training requirement.

Air Training
ND-580
Description: Information on air training in general. *Topics:* Training flights; flying boats; parachuting; aircrew; packer rigger; weapons instructor; and meteorology, air operational, search and rescue.

Military Plans and Operations Co-ordination Division

The Division aligns military (sea, land, air) operations and plans so that they are mutually supporting and centrally controlled. The Director General Military Plans and Operations applies a National Defence Headquarters overview to current national concerns in planning for war and peacetime emergencies. As well, the Division acts as a focal point for operational training and activity planning by tasking and monitoring operations of the Canadian Forces and co-ordinating Canadian Forces activities on Standardization Agreements and equipment requirements for nuclear, chemical, and biological defence operations.

Manuals

- Current National Operational Defence Plans
- Provision of Services to Non-Defence Agencies Manual
- Nuclear, Biological and Chemical Training Manuals

Classes of Records

Nuclear, Biological and Chemical Defence
ND-590
Description: Information on the Canadian Forces defence to nuclear, biological, and chemical threats as it relates to training and equipping the Canadian Forces. *Topics:* Equipment; and nuclear, biological and chemical training.

Domestic Operational Plans
ND-600
Description: Current national plans dealing with domestic emergencies of military or civil nature. *Topics:* Aid to other federal departments; aid to civil powers, armed assistance, etc; domestic emergency plans; emergency planning; and mobilization planning.

Canadian Forces Commitments to the United Nations
ND-610
Description: Canadian Forces commitments to United Nations operations and plans. *Topics:* United Nations Truce Supervisory Organization; United Nations Forces in Cyprus; and United Nations Disengagement Observer Force.

Military Communications and Electronics Division

The Division is responsible for providing communications and electronics support to National Defence by directing or co-ordinating all military communications and electronics matters. This includes co-ordinating communications for exercises and operations, communications security, communications plans and requirements, the management of radio frequencies, co-ordination of international military communications matters, and electronic warfare.

Manuals

- Manuals dealing with the operation and maintenance of communications security equipment and the inventory control of communications security material
- National Defence Frequency List Manual
- Management of the Radio Frequency Spectrum Manual
- Land Forces Combat Development Committee Study on Combat Communications (1986-1995) Manual

Classes of Records

Communications and Electronics
ND-620
Description: Information dealing with communications and electronics in the Canadian Forces. *Topics:* Air Traffic Control Systems; Air Transportable System; Automated Data Processing (ADP) System; electronic warfare; fixed communications; frequencies; fleet communications; navigation aids; and radar.

Training and Employment
ND-630
Description: Files dealing with the training and employment of communications personnel in the Canadian Forces. *Topics:* Communication training including security; electronic warfare; Communications Officer training and employment; and employment of communication personnel.

Communications Equipment
ND-640
Description: Correspondence and directives dealing with the procurement and distribution of certain electronics equipment. *Topics:* Communications security equipment and components; and electronic warfare equipment.

Military Engineering Operations Division

The Division acts as principal adviser on all military engineering and cartographic matters for both Regular and Reserve forces. This includes training standards, policy, and doctrine for the employment of military engineering and cartographic units. The Division also provides operational information, advice, and guidance for the military engineering and cartography portion of the departmental force structuring, operational planning, training, and resource management

processes, and meets national and international liaison and representational requirements.

Manuals

- Engineers in Battle Manual

Classes of Records

Mapping and Charting
ND-650
Description: Information on mapping and charting at National Defence. *Topics:* Requirements; formal agreements; operational developments; and requests and issues.

Land Mines
ND-660
Description: Information on land mines and land mine warfare in the Canadian Forces and allied armies. *Topics:* Anti-tank mines; anti-personnel mines; off route mines; scatterable mine systems; mine countermeasures; mine dispensing equipment; and mine detection.

Military Engineering Training
ND-670
Description: Information on military engineering training in the Canadian Forces. *Topics:* General; officers; civilians; field engineers; structures; mechanical; and fire prevention.

Reserves and Cadets Division

The Division is responsible for advising on policy, training standards, and doctrine for the employment of Reserve Force sub-components, operational information, structuring and development, operational training, equipment acquisition, and the implementation of National Defence Headquarters Reserve policy. The Division also provides advice on departmental support to cadet programs sponsored by the Navy, Army Cadet, and Air Cadet Leagues.

Manuals

- Training, weapon, and equipment operator's manuals for the Navy Reserve, Militia Air Reserve, and the Communication Reserve
- Queen's Regulations and Orders for the Canadian Cadet Organizations

Classes of Records

Cadets
ND-680
Description: Information dealing with the administration, organization, and establishment of Cadet Corps and Schools, cadet training courses, and cadet exchanges. *Topics:* Cadet; and Cadets — Air, Army, Sea.

Reserves
ND-690
Description: Information dealing with the administration, training, doctrine for employment, operational information, structure and development, and equipment acquisition for the Reserves. *Topics:* Reserves general administration; policy; and equipment policy for the Reserves.

Personnel Development Branch

The Branch is responsible for developing personnel policies, officer training and education, and for conducting research in these areas. The Branch is also responsible for the effective overview and administration of special research, planning, and development studies.

Manuals

- Personnel Selection Services Manual
- Manual of Recruiting

Classes of Records

Officer Production
ND-700
Description: Information on the policies and procedures for the production of officers. *Topics:* Regular Officer Training Plan; Officer Candidate Training Plan; and the admission of women to military colleges.

Personnel Selection
ND-710
Description: Information on personnel selection policies and standards. *Topics:* Personnel selection policies and standards; research and development of standards for selection of personnel; second career assistance network; attitude surveys; leadership assessments; non-commissioned officer selection; and commissioning plans selection standards.

Personnel Studies
ND-720
Description: Studies on personnel development research. *Topics:* Various departmental studies on personnel (civilian and military) such as Premature Release, Aircrew — Future Requirement (1976), and others.

Officer Development
ND-730
Description: Information on officer development, education, training, and commissioning requirements. *Topics:* Officer Professional Development Program; the granting of degrees; post commissioning — general; entry and initial training; staff courses — general; and staff college training requirements.

Recruiting, Education, and Training Division

The Division is responsible for the development and implementation of policy with regard to Regular Force and Reserves recruiting and selection, and individual training and education of military and civilian members of the Department.

Classes of Records

Training — General
ND-740
Description: Information on policy guidelines for co-ordinating training development activities in the Canadian Forces. *Topics:* Basic training; courses in-service; courses out-service; management training; post-graduate training; and training technology.

Enrolment and Recruiting
ND-750
Description: Information dealing with enrolment and recruiting within the Canadian Forces. *Topics:* Recruiting advertising; enrolment inquiries for Canadians, aliens, and officer applicants, and for Regular Officer Training Plan; enrolment applications for Officer Candidate Training Plan and for females.

Civilian Personnel — Employee Training
ND-760
Description: General guidelines and correspondence files on civilian training within the Canadian Forces. *Topics:* Employee training and development; apprenticeship training; training agreements; annual training and development review reporting; and civilian training study.

Personnel Services Branch

The Branch is responsible for originating, developing, and implementing policies on physical education programs for military personnel and for recreation activities for Canadian Forces members, their dependents, and resident ND civilian employees. The Branch is also responsible for administering all non-public fund operations, programs, activities, and the Canadian Forces Exchange System (CANEX). It determines military standards of dress, drill and ceremonial. It monitors conditions of service as experienced by service members and their dependants. It operates the National Defence Dependants School System.

Manuals

- Policy Manual Governing Operation of Personnel Support Programs in the Canadian Forces
- Policy and Procedures Manual for Non-Public Funds Accounting
- Policy Manual Governing the Operation of the Canadian Forces Exchange System
- Canadian Forces Mess Administration Manual
- Administration and Operation of Physical Education and Recreation Programs Manual
- Canadian Forces Dress Manual

Classes of Records

Canadian Forces Exchange System (CANEX)
ND-770
Description: Information on the Canadian Forces Exchange System. *Topics:* Organization and management; accounting and finance; communications; facilities; merchandising; operations; personnel; and Public Support.

Amenities — Canadian Forces
ND-780
Description: Information on the Canadian Forces Amenity programs. *Topics:* Policy; books, magazines, and newspapers; entertainment films; live shows; radio and television; spirits, wine and beer; and tobacco and cigarettes.

Canadian Forces Physical Education and Recreation
ND-790
Description: Information on the Canadian Forces Physical Education and Recreation Programs. *Topics:* Policy; physical education and recreation — sports; and sports competitions and championships — national and international.

Non-Public Funds — Canadian Forces
ND-800
Description: Information on Canadian Forces non-public funds. *Topics:* Canadian Forces central funds; benevolent — Welfare — Trust and Assistance Funds; and Public Support to Non-Public Funds.

Directorate of Ceremonial

Classes of Records

Badges and Insignia
ND-810
Description: Information dealing with the badges and insignia of the Canadian Forces. *Topics:* Badges and insignia for Canadian Forces; commands; units; branches; ranks; and qualification.

Battle Honours
ND-820
Description: Information dealing with battle honours.

Ceremonies, Celebrations
ND-830
Description: Information dealing with participation, by National Defence, in ceremonies and celebrations. *Topics:* Ceremonies and celebrations; centennials; and observance of special days.

Colours, Flags
ND-840
Description: Information dealing with colours and flags. *Topics:* Flags; pennants; colours; devices; and accessories.

Appointments
ND-850
Description: Information dealing with military appointments. *Topics:* Senior appointments; aides-de-camp; commanders; Colonel Commandants; Colonel of the Regiment; and Honourary.

Bands
ND-860
Description: Information dealing with bands of the Canadian Forces. *Topics:* Policy; music and songs; regimental marches and calls; organization; and participation in ceremonies.

Dress Instructions
ND-870
Description: Information on dress regulation and clothing requirements in the Canadian Forces. *Topics:* Ceremonial; environmental; women personnel; design; officers; other ranks; and special purpose.

Honours and Awards
ND-880
Description: Information on honours and awards. *Topics:* Honours; awards; citations; commendations; medals; and decorations.

Compensation and Benefits Division

The Division is responsible for planning and directing the development of policies and programs for military and civilian compensation, allowances, and personal benefits for personnel employed in a wide variety of environments and requiring special compensation plans and practices specific to the Department's requirements and equitable with outside compensation policies.

Classes of Records

Personnel Insurance
ND-890
Description: Information on policies and procedures for hospital and medical benefits to dependants of military personnel. *Topics:* Hospital and medical; medicare; Service Income Security Insurance Plan; etc.

Industrial Relations and Compensation
ND-900
Description: Information on military compensation and benefits in relation to comparable benefits available outside the military.

Financial Benefits — Pay and Allowances
ND-910
Description: Information on policies and programs for military compensation, allowances, and personnel benefits, as related to comparable benefits available to the Public Service. *Topics:* Pension deductions; contributions and deferred pay; pay allotments and remittances; fines; forfeitures and deductions; transportation and travelling expenses; and miscellaneous entitlements and grants.

Dependants Education Programs Division

The Division is responsible for developing policy on, and administering, organizing, constructing, equipping, and operating the National Defence Dependants School System. This includes teacher establishments and salary agreements, the attendance of children at municipal schools on payment of school fees, and the payment of education allowances, under Privy Council authority or the Military Foreign Service Regulations, 1979, for children of members of the Canadian Forces serving in Canada and abroad.

Classes of Records

Education of Children of Members of the Canadian Forces
ND-920
Description: Information on the provision of education and facilities at the elementary and secondary levels within Canada and abroad. *Topics:* Overseas (Schools); teachers' recruitment and nomination (Overseas Schools); financial; reports and statistics; non-resident school fees (Canada); and teachers' salaries (in Canada).

Chaplain General Protestant Division

The Division is responsible for upholding and fostering spiritual values and pastoral care of Protestant Canadian Forces personnel and dependants. This includes the implementation of ecclesiastical and military policy, as it affects the ministry of chaplains, to members of the Forces and their dependants; administration of chapel-oriented programs that provide a comprehensive pastoral ministry; development of lay participation and leadership; administration of all religious activities, including those involving chaplain service with the Reserves and Cadets; and the maintenance of a close working relationship with the Canadian Council of Churches, through its committee on Chaplain Service in the Forces and various civilian committees concerned with sponsorship of Protestant chapel stewardship projects.

Manuals

- Contemporary Hymn Book
- Working Resources Manual, Chaplains' Handbook

Classes of Records

Chaplain Services — Protestant
ND-930
Description: Information on chapel and religious activities conducted for, or on behalf of, the Canadian Forces personnel and their dependants. *Topics:* Protestant denominations; religious administrations; moral and religious training; chapel offerings; stewardship; and Sunday School Mission Project.

Chaplain Training — Protestant
ND-940
Description: Information on training conducted to increase the effectiveness of Chaplains and lay leaders in their ministry to Canadian Forces personnel and their dependants. *Topics:* Advanced Chaplain courses; refresher courses; professional training including lay leadership and post-graduate studies; reserve chaplain courses; and junior and middle management courses.

Chaplain General Roman Catholic Division

The Chaplain General (Roman Catholic) is the principal adviser within the Department for upholding and fostering spiritual values and the pastoral care of Catholic servicemen and dependants. In addition, he recommends and implements ecclesiastical and military policy as it affects the ministry of chaplains to members of the Canadian Forces and their dependants and administers programs that provide a comprehensive pastoral ministry to meet the needs of service personnel and dependants. In ecclesiastical matters, the Chaplain General is responsible to the Roman Catholic Military Vicar of the Canadian Forces.

Manuals

- Chaplain Handbook (Roman Catholic)

Classes of Records

Chaplain Training — Roman Catholic
ND-950
Description: Information on the training of chaplains and seminarians to perform religious activities on behalf of the Canadian Forces personnel and their dependants. *Topics:* Military training; indoctrinational courses; special courses; orientation courses; and reserve officer training.

Chaplain Services — Roman Catholic
ND-960
Description: Information on church and religious activities conducted for, or on behalf of, the Canadian Forces personnel and their dependants. *Topics:* Chancery activities, religious services, religious training, parish organization and administration, pastoral activities, liturgy, religious education, vocations, moral issues, schools, chapels, ecclesiastical equipment, pilgrimages, ecclesiastical terms of reference Command, Base and Officiating Chaplains, ecclesiastical monthly reports, and ecumenism.

Surgeon General Branch

The Branch is responsible for the organization and administration of the Canadian Forces Medical Services to conserve military manpower and provide medical support for military operations. This includes the development, review, and evaluation of medical policies, plans, and programs relating to operational commitments; therapeutic medicine; preventive medicine; social development services; training and staffing of medical, nursing and medical associate officers, and medical trades personnel; pharmaceutical and financial services; the design and maintenance of medical facilities; and the negotiation of medical agreements with other government departments, civilian hospitals, and affiliated universities in support of Canadian Forces requirements.

Manuals

- Canadian Forces Medical Orders
- Canadian Forces Health Manual
- Canadian Forces Pest Control Manual
- Canadian Forces Medical Service Catalogue of Medical Supplies
- Medical Standards for the Canadian Forces Manual
- Environmental Standards for Canadian Forces Medical Services Laboratories Manual
- Canadian Forces Laboratory Manual
- Medical Assistant Manual, Vol. 1, Canadian Forces Medical Services

Classes of Records

Documentation and Records — Medical
ND-970
Description: Information dealing with medical documentation and records, and their release. *Topics:* Medical dental records. *Special Access Note:* Permission of individual concerned is required.

Medical Services
ND-980
Description: Files contain more detailed expansion of the policy, guidelines and procedures as outlined in medical orders, plus correspondence on medical care and treatment. *Topics:* Medical plans and services; anatomy and physiology; medical care and attendance;

bacteriology; blood and blood derivatives; cardiology; diseases and conditions; Diseases and Conditions — tuberculosis, venereal diseases; employment of civilian doctors and nurses; examinations and standards; hearing; human resources and military psychology; hygiene and sanitation; hygiene and sanitation — Industrial, pest control; laboratory services; medicine; medicine — aviation, nuclear, bacteriological and chemical warfare, submarine, climatic, diving; nutrition; psychiatry; medical publications; radiation selection and protection; radiology; reports, returns and statistics; research; surgery; and vision.

Medical, Dental and Veterinary Equipment and Supplies
ND-990
Description: Information dealing with the cataloguing, purchasing, storage, disposal, and quality control of medical, dental, and veterinary equipment and supplies. *Topics:* Medical, dental and veterinary equipment and supplies; drugs, biologicals, and official reagents; medicated cosmetics and toiletries; surgical dressing materials; medical and surgical instruments and supplies; dental instruments, equipment, and supplies; X-ray equipment and supplies — medical, dental, and veterinary; hospital furniture, equipment, utensils, and supplies; hospital and surgical clothing and textile special-purpose items; optician's instruments, equipment, and supplies; medical sets, kits, and outfits; instruments and laboratory equipment.

Dental Services Division

The Division is responsible for formulating dental policies, plans, and programs to ensure the dental health of all members of the Canadian Forces, and in certain areas, their dependants and other civilians. This includes providing treatment along with the necessary accommodation, equipment and supplies; preparing the related budget; coordinating Command and Dental Unit resource allocations for the provision of dental services; determining both the professional and technical training standards and requirements for dental personnel; and maintaining liaison and representing the Canadian Forces with dental services of other nations, with federal and provincial dental associations, and educational agencies in Canada.

Manuals

- Canadian Forces Dental Orders
- Canadian Forces Catalogue of Dental Supplies
- Manual of Preventive Dentistry

Classes of Records

Dental Treatment Services
ND-1000
Description: Information on policy and statistics and general information on provision of dental care in the Canadian Forces Dental Services. *Topics:* General policies; entitlement, to dental treatment, of military and civilian personnel; dental care delivery system; reports and returns; statistical analysis of treatment programs; research and development; and dental treatment accounts and costing.

Personnel Dental Records
ND-1010
Description: Dental fitness and treatment records. *Topics:* Assessment of dental fitness; condition on enrolment; record of dental conditions and past dental treatment; brief medical questionnaire. *Retrievability:* Files arranged by name, rank and Social Insurance Number. Permission of individual concerned is required.

Welfare
ND-1020
Description: Information dealing with the Canadian Forces Welfare Program and Services. *Topics:* Financial counselling, and social work services.

Personnel Careers and Senior Appointments Branch

The Branch is responsible for controlling and administering the assignments and career progression of military personnel who have completed basic training; developing, implementing, and interpreting personnel management policies; selecting personnel for career development and academic upgrading; determining military standards of dress, drill and ceremonial; administering honourary military appointments; and monitoring conditions of service as experienced by service members and their dependants.

Manuals

- Manual of Personnel Evaluating and Reporting, Officers
- Manual of Personnel Evaluating and Reporting, Other Ranks

Classes of Records

Postings
ND-1030
Description: Information on postings and transfers of Canadian Forces personnel. *Topics:* Policy; postings, officers; postings, other ranks; posting orders and instructions; and postings, temporary duty to courses.

Careers
ND-1040
Description: Information dealing with career matters of Canadian Forces personnel. *Topics:* Careers, Officers; Career Development Program, other ranks; and careers, men.

Engagement and Re-engagement
ND-1050
Description: Information dealing with engagement and re-engagement of Canadian Forces personnel. *Topics:* Policy; extension of service; vested rights; and liability to serve.

Promotions
ND-1060
Description: Information dealing with promotions of Canadian Forces personnel. *Topics:* Promotions, Officers; and promotions, other ranks.

Other Ranks
ND-1070
Description: Information dealing with ranks and rank structure of the Canadian Forces. *Topics:* Ranks, general; ranks, qualifying examinations; and rank structure.

Releases
ND-1080
Description: Information dealing with releases of Canadian Forces personnel. *Topics:* Policy; officers; and other ranks.

Remustering of Tradesmen
ND-1090
Description: Information dealing with the remustering of Canadian Forces personnel.

Retirement
ND-1100
Description: Information dealing with retirement of Canadian Forces personnel. *Topics:* Policy; premature retirement; and compulsory retirement.

Manpower Utilization Division

The Director General Manpower Utilization is responsible for developing personnel policies and systems through which departmental

objectives, both present and forecast, are translated into statements of manpower requirements; ensuring that personnel requirements, establishments, and actual strengths are harmonized within approved policies and budgets; allocating military manpower resources within manning priorities to fill established positions; preparing, and subsequently controlling, annual personnel estimates for military and civilian personnel pay and allowances, salaries, wages, and pension contributions required by the Department; and forecasting and controlling military posting and removal expenses. The Division is responsible for determining the Occupational Analysis requirements for the Canadian Forces.

Manuals

- Canadian Forces Manual of Other Ranks Trade Structure
- Canadian Forces Manual of Officers' Classification Structure

Classes of Records

Service Personnel — Occupational Analysis
ND-1110
Description: Information dealing with miscellaneous aspects of service personnel activities. *Topics:* Officers; and other ranks. *Retrievability:* Military Occupation Code Numbers.

Officer Classification Structure
ND-1120
Description: Information dealing with officer classification structure. *Topics:* Environment (land, sea, air); revenues; and classification specifications. *Retrievability:* Military Occupation Code (MOC) numbers.

Employment
ND-1130
Description: Information on the employment of personnel in the Canadian Forces. *Topics:* Military employment of personnel resources; and military reserves employment.

Exchanges, Loans, and Secondments
ND-1140
Description: Information dealing with the administration of personnel exchanges, loans, and secondments. *Topics:* United Nations; Commonwealth nations; allied nations; and other government departments.

Manpower
ND-1150
Description: Information on manpower programming. *Topics:* Strength and attrition forecasts — Officer Training Plans; men; enrolment program; financial control program; computer support manning programs; ceilings; manpower requirements (civilian and military), and manning priorities.

Qualifications
ND-1160
Description: Information dealing with the qualifications of officers and men. *Topics:* Qualifications; requirements; and officers and other ranks. *Retrievability:* Military Occupation Code (MOC) numbers.

Trade Evaluation and Structure
ND-1170
Description: Information dealing with trade evaluation structure and specifications. *Retrievability:* Files arranged by Military Occupation Code.

Classification Division

The Director General Classification is responsible for the administration and application of the classification system to all ND civilian employees. In addition, it handles employees' classification grievances, audits regional classification offices, and develops policies, directives, methods and procedures.

Manuals

- Manager's Classification Handbook

Classes of Records

Classification Revision Program
ND-1180
Description: General correspondence and document files on the Classification Audit Programme, the revision of classification standards and internal classification studies, the *Classification Policy Manual*, monthly classification activity reports, classification of civilian personnel positions in the Canadian Forces Europe, classification grievances, and the classification audit program.

Position Classification
ND-1190
Description: Files on job descriptions, organizational charts, rationales on job evaluation, on-site review reports, grievance reports, and job ratings.

Civilian Personnel Services Division

The Division is responsible for developing policies and plans and implementing programs for recruitment, promotion, transfer, career management and lay-off of departmental civilian employees, for implementing and maintaining a complete departmental civilian personnel administrative service, for representing the Department in the development of government-wide policies and programs in all of these personnel areas, and for providing advice to senior military and civilian officials on personnel administration matters.

Manuals

- Civilian Personnel Administrative Orders

Classes of Records

Civilian Personnel Services
ND-1200
Description: Information dealing with the administration of the Department's civilian personnel activities. *Topics:* General information; general administration; financial administration; staffing; classification; compensation and benefits; staff relations; superannuation; human resources (planning and training); forms and records; career development; Casual Labour Program; collective bargaining courses; industrial relations and compensation; management trainee program; and manpower.

Personnel Co-ordination and Administrative Services Division

The Division is responsible for the administrative functions of the Departmental Personnel Management Information Systems, investigation of and replies to personnel inquiries and complaints including those under the provisions of the *Canadian Human Rights Act* and the *Privacy Act*, publication of personnel newsletters for both military and civilian personnel, records management services for personnel records, and fatal casualties.

Manuals

- Personnel Management Information System Manual

Classes of Records

Canadian Human Rights Act
ND-1210
Description: Policy, guideline, and correspondence files on the relationship between the *Canadian Human Rights Act* and present and former military personnel or civilian employees of the Department of National Defence.

Privacy Act
ND-1220
Description: Information on the *Privacy Act* with respect to present and former military personnel or civilian employees of National Defence. *Topics: Privacy Act* — policy; information banks; statistical returns; complaints and investigations; and inquiries.

Canadian Forces Personnel Newsletter
ND-1230
Description: Information on the production, distribution, and subjects in the Newsletter. *Topics:* Dissemination of information on Canadian Forces personnel matters; letters to the editors; and production and distribution.

National Defence Public Service Communiqué
ND-1240
Description: Information on the production, distribution, and subjects in the Communiqué. *Topics:* Dissemination of information on civilian personnel matters; letters to the editor; and production and distribution.

Personnel Management Information Systems
ND-1250
Description: Information on the personnel management information systems. *Topics:* Policy; automated system design, development, evaluation, and modifications; sub-systems; system input; data elements and codes, military occupation and specialty qualifications; system output; quality control; personnel management and personnel-related information systems; training management information system; and long-term personnel information project.

Documentation and Records
ND-1260
Description: Information on the requirement for documentation and records for Canadian Forces personnel. *Topics:* Records of service; documents; trade qualification records; statement of ordinary residence; release documentation; certificates; personal documents required for records and pension purposes; and unit employment records.

Official Languages Division

The Division is responsible for the development of all departmental official languages policies, both military and civilian, ensuring that they are in accordance with the *Official Languages Act*, government policies, and the requirements of the Department. This includes the responsibility to evaluate, monitor, and amend existing policies, and formulate, when necessary, new directives on terminology, translation, language training programs, and testing. In addition, the Division identifies the language requirements of all civilian positions, maintains an automated information system on civilian personnel, and schedules their language training.

Manuals

- Official Languages Plan (Military)
- Official Languages Plan (Civilian)
- Manual for the Identification of Language Requirements of Military Positions
- Administrative and Staff Procedures (Volume 5) Military Terminology — Part one: Military Lexicon; Part two: Military Glossary

Classes of Records

Official Languages
ND-1270
Description: Information on the administration of the Department's official language plans. *Topics:* Official languages; civilian requirements; military requirements; and departmental official language plan.

Language Training
ND-1280
Description: Information on language training in the Department.

Weapons Systems and Equipment Engineering and Maintenance Branch

The Branch is responsible for providing all aspects of design, engineering, maintenance, and standardization service for all weapons systems, support systems, and related equipment for the Canadian forces. These functions are effected through Project Managers and Life Cycle Materiel Managers organized in Maritime, Aerospace, Land and Communications, Electronics Engineering, and Maintenance Divisions.

Manuals

- Defence Program Management Systems Guidance Manual
- Life Cycle Management System Guidance Manual

Classes of Records

Equipment and Supplies (Engineering and Maintenance)
ND-1290
Description: Information pertaining to equipment and supplies being considered for acquisition, in the course of acquisition, or in service within the Canadian Forces. *Topics:* Defects and failures; design and engineering changes; drawings and specifications; maintenance techniques; and modifications and alterations. *Retrievability:* Subject, equipment name, contract number, catalogue number.

Weapons and Systems (Engineering and Maintenance)
ND-1300
Description: Correspondence, instructions, and technical descriptions on weapon systems and primary equipment platforms of Maritime and air elements, and guns, missiles, and launchers for all environments. *Topics:* Guns by type; launchers; fire control systems; aircraft by type; ships by class and name; and guided missiles.

Machinery, Vehicles, Engines (Engineering and Maintenance)
ND-1310
Description: Correspondence, instructions and technical information on cataloguing and identification, defects, maintenance, repair, and overhaul, and supply and demand. *Topics:* Ship and boat propulsion components; deck machinery; passenger motor vehicles; trucks and truck tractors (wheeled), by type; trailers; combat, assault and tactical vehicles (tracked); engines by type and application; and turbines by type and application. *Retrievability:* Class of main system and type.

Communications — Electronics Systems and Equipment (Engineering and Maintenance)
ND-1320
Description: Correspondence, reports, scaling, and technical information on communications — electronics systems. *Topics:* Telephone and telegraph; teletype and facsimile; radio and television; radio navigation; intercommunication and public address; radar; underwater sound equipment; also components and connectors.

Military Clothing and Personal Equipment
ND-1330
Description: Correspondence, reports, scaling, and technical information on military clothing and personal equipment. *Topics:* Flags and pennants; clothing — individual equipment and insignia; outerwear — men's, women's; clothing, special purpose; underwear — men's, women's; footwear — men's, women's; hosiery; and badges and insignia.

Supply Branch

The Branch is accountable for the provision of materiel for the Canadian Forces.

Manuals

- Canadian Forces Catalogue of Materiel
- Supply Policy Manual
- Supply Instructions Manual
- Warehousing Manual
- Packaging and Preservation Manual
- Canadian Forces Procedures for the Acquisition of Capital Equipment Manual
- Processing of Invoices Manual
- Maintainability — Equipment Maintainability Requirements (Land) Manual

Classes of Records

Equipment and Supplies
ND-1340
Description: Correspondence files on various stages of acquisition, life of, and disposal of equipment and supplies. *Topics:* Cataloguing and identification; contract demands; disposal; initial provisioning; issues from and restocking; local purchases; packing, packaging and preservation; recovery, recuperation and salvaging; Replacement Program; sales, transfers and free issues; scales and tables — Canadian Forces Scales; spare parts; stocktaking and inventories; storage and warehousing; supply and demand; and surplus and excess stores.

Food Services
ND-1350
Description: Information on the provision of food services in the Canadian Forces. *Topics:* General; staff visits; and unit returns.

Transportation Division

The Division is responsible for the provision of transportation and postal services. This includes planning, programming, and managing the actual provision of transportation and postal services, and the management of the Department's vehicle accident prevention program.

Manuals

- Transportation Manual
- Canadian Forces Postal Services Manual
- The Transportation of Explosives & Other Dangerous Materials by Military Aircraft Manual
- Drivers' Regulations Manual
- Snow and Ice Control Manual

Classes of Records

Transportation — General
ND-1360
Description: Information dealing with the Department's transportation services. *Topics:* Material; personnel; programming and requirements; rates and tariffs; reports and returns; special flights; systems development; and vehicles.

Postal Services
ND-1370
Description: Information dealing with the Canadian Forces Postal Service. *Topics:* Handling of mail; regulations; postal inspections; special arrangements; and financial operations.

Canadian Forces Mobile Support Equipment Safety Program
ND-1380
Description: Information dealing with the administration of the Canadian Forces Mobile Support Equipment Safety Program. *Topics:* Reports, returns and statistics; and competitions and awards.

Ammunition Division

The Division is responsible for providing and managing ammunition design engineering, maintenance, storage, explosive safety, and disposal services for the Department. In addition, it develops and recommends ammunition-related policies and programs, and provides guidance and co-ordination for their implementation.

Classes of Records

Accidents — Explosive
ND-1390
Description: Information on accidents and explosive hazards at National Defence. *Topics:* Accidents — explosives safety; shipboard magazines — explosive hazards; and accident reports.

Ammunition and Explosives
ND-1400
Description: Information on ammunition and explosives of all calibers, land mines, torpedoes, missiles, pyrotechnics, demolition materials, fuses, design, modification, and storage. *Topics:* Design engineering; maintenance; storage; explosive safety; disposal; technical information; and ammunition restrictions.

Materiel Quality Assurance Division

The Division is responsible for planning and directing departmental quality assurance policies and activities; compiling and publishing *Canadian Qualified Products Lists;* maintaining surveillance over defence contractors and departmental manufacture and repair facilities systems of quality control and inspection; establishing and ensuring the implementation of quality assurance standards for the repair, overhaul, modification, and acquisition of new equipment; and ensuring the quality of materiel being procured for National Defence, other government departments and foreign governments as required.

Manuals

- Manual of Department of National Defence Quality Assurance Management

Classes of Records

Equipment and Supplies (Inspections)
ND-1410
Description: Quality control inspection files. *Topics:* Quality Control Inspections — General, commodities, other countries, other government agencies, Canadian companies.

Construction and Properties Branch

The Branch is responsible for formulating plans and programs for the design, construction, operation, maintenance, protection, and evaluation of accommodations, fixed facilities and utilities; implementing approved programs; managing real property and utility services; co-ordinating the disposal of surplus real property and facilities; formulating related policies; and providing the necessary control and guidance for their application.

Manuals

- Canadian Forces Construction Engineering Manual
- Construction Engineering Technical Orders

Classes of Records

Construction Engineering
ND-1420
Description: Information on the acquisition, disposal, utilization, and management of real property or interest therein; design and construction of works projects; the maintenance of works and buildings; utilities services; and similar functions within National Defence. *Topics:* Accommodation, airfields, construction and maintenance, fire prevention, grounds maintenance, heating systems, janitorial services, natural resources management, real property management, acquisition of works and buildings, lettings, disposal, research and development, sanitation services, and utilities.

Environmental Protection and Pollution Control
ND-1430
Description: Information on environmental protection and poilution control within National Defence. *Topics:* Water, air, solid waste disposal, and toxic hazardous waste disposal pollution control; and environmental assessment and review.

Research and Development Branch

The Branch is responsible for the formulation and conduct of the departmental Research and Development Program. It participates in the formulation and implementation of departmental policies for research and development activities, controls and directs the operation of the Defence Research Establishments, and ensures that knowledge and application of actual and anticipated advances in science and technology are brought to bear on all departmental functions.

Manuals

- Research and Development Manual

Classes of Records

The Technical Co-operation Program
ND-1440
Description: Information on co-operation in research and development with defence departments in Australia, New Zealand, Britain and the United States. *Topics:* Guided missiles; undersea warfare technology; electronic devices; military space research; nuclear weapons defence; and behavioral sciences.

Applied Research
ND-1450
Description: Information on applied research and technology base activities and projects. *Topics:* Military College Grants; defence science contracting; surveillance and remote control sensing; and laser technology.

Equipment and Supplies — Research and Development
ND-1460
Description: Research and development information on equipment and supplies requested by the Department. *Topics:* Research requirements of the Canadian Forces; industrial research and development; and bilateral arrangements for research and development with other countries.

Materiel Administration and Programs Division

The Division exercises control over the administrative functions for those units of the Canadian Forces permanently allocated to the Assistant Deputy Minister Materiel, provides administrative support to the Defence Research Establishments, provides documentation and discussion papers for review; administers the departmental inventions and patents program, and co-ordinates the departmental logistics operations.

Classes of Records

National Defence Publications — Production and Distribution
ND-1470
Description: Information on documentation and drawing services (including the design production and management of the Department's publications).

Inventions and Patents
ND-1480
Description: Information on departmental policies on patent administration. *Topics:* Inventions and patents; inventions submitted to the Department; patent applications referred to the Department; patent opinions, validity and infringement; trade mark matters; copyright matters; design matters; and inventions arising from ND contracts.

Logistics Operations
ND-1490
Description: Information on logistic contingency plans and procedures and co-ordination of logistics aspects of operations. *Topics:* Logistics operations — national and international, logistic policy and doctrine, and logistic systems evaluation.

International Programs Division

This Division is responsible for planning and directing the Department's position on all NATO matters relating to research, development and production of defence equipment, on support of marketing of defence equipment, and for participating in all aspects of national and international marketing activities. This includes costing, evaluating, and obtaining necessary approvals for all departmental commitments in support of defence equipment sales. In addition, the Division co-ordinates export permits, memoranda of understanding, and metric conversion.

Classes of Records

Exports and Imports
ND-1500
Description: Information dealing with National Defence export permits. *Topics:* Policy; applications for export; intelligence and security implications; and reports of export permits.

Metric System
ND-1510
Description: Information on metric conversion at National Defence.

Equipment and Supplies — (Military Assistance Program)
ND-1520
Description: Information on the Military Assistance Program. *Topics:* Policy; general; Turkish T33 Aid Program; and Portuguese Aid

Program. *Retrievability:* By country and subject. *Note:* Files dealing with specific supply items or categories of equipment, including communications equipment, are common to all agencies dealing in procurement, engineering, and maintenance, and those agencies responsible for its operational employment. Equipment files are not necessarily identified with a specific operational environment (navy, army or air force). Equipment life-cycle management services are fully integrated and common to all three operational environments.

Financial Services Branch

The Branch is responsible for controlling and co-ordinating the financial administration functions of the Department. This involves ensuring the effective functioning of the departmental budgetary system, effective internal controls over funds and assets, effective accounting systems, procedures and practices, the interpretation and communication of financial policies and procedures, the provision of costing, military pay, superannuation administration and financial services, and the operation of the Department's financial information system.

Manuals

- Financial Administration Manual
- Cost Factors Manual

Classes of Records

Finance and Accounting

ND-1530

Description: Files on the overall financial administration of the Department. *Topics:* Accounting; allotments; financial arrangements and agreement; costing; administration of pay and allowances; and write-offs.

Audit Division

The role of internal audit within National Defence is to advise management on the adequacy, efficiency, and effectiveness of the Department's management control framework (including controls over military operations) in facilitating the economic, efficient, and effective achievement of departmental objectives.

Manuals

- DND Manual of Internal Audit

Classes of Records

Auditing

ND-1540

Description: Correspondence on departmental auditing programs. *Topics:* Limited dividend housing; progress reports; special investigations; functional audit program; professional practices; and systems development reviews.

Management Services Division

This Division is responsible for controlling the administration of departmental management consulting services, providing a departmental forms management program, and administering the departmental reports control program. It also controls the administration of automatic data processing support to military commanders and departmental managers by formulating appropriate policies, procedures and plans, as well as conducting evaluations. In addition, the Division directs the analysis and design of departmental information systems.

Manuals

- Manual of Management Consulting Services
- Automated Data Processing Policies and Procedures Manual

Classes of Records

Management Services

ND-1550

Description: Information on management consulting services, projects and scales and standards program studies. *Topics:* Management consulting services project reports; scales and standards studies; and advisory services. *Retrievability:* Fiscal year, file number, title of report, client.

Automated Data Processing

ND-1560

Description: Information on automated data processing standards, base automated data processing program, logistic services, and systems applications.

Management Information Systems (Design and Analysis)

ND-1570

Description: Automated management information systems. *Topics:* Automated data processing — general; *Annual Automated Data Processing Report and Plan;* the personnel management information system; the organization and management of management information systems; the technical services of management information systems; and analysis and design of management information systems.

Integrated Automatic Data Processing System

ND-1580

Description: Information on the system and files on policy and planning.

National Energy Board

OFFICE OF
THE SECRETARY

- Electric Power
- Energy Supply
- Economics
- Financial Regulatory
- Gas
- Law
- Oil
- Pipelines
- Systems Development
- Administrative Services

ACCESS TO INFORMATION
CO ORDINATOR
NATIONAL ENERGY BOARD
ROOM 1140
473 ALBERT STREET
OTTAWA, ONTARIO
K1A 0E5

Background

Under the *National Energy Board Act* of 1959 and subsequent amendments, the National Energy Board has two principal responsibilities: to regulate specific areas of the oil, gas and electrical utility industries in the public interest, and to advise the government on the development and use of energy resources.

Overall Responsibilities

The Board grants certificates, with the approval of the Governor in Council, to construct and operate interprovincial and international oil, gas and petroleum product pipelines and international electric power lines. Before permission is granted for construction through a Certificate of Public Convenience and Necessity, the Board considers the application at a public hearing. The Board may issue orders approving additions or modifications to existing pipeline systems, without calling a public hearing, for extensions of pipeline that are not more than 40 km in length, and for ancillary installations such as tanks, pumps, compressors, meter stations and communication systems. The Board may also, by order, authorize international power lines of transfer capacity not exceeding 5,000 kilowatts (KW).

The *National Energy Board Act* requires the Board, in considering applications for licences to export oil, natural gas and electric power, to take into consideration all matters that appear to it to be relevant. It must, among other things, satisfy itself that the quantities of energy involved do not exceed the surplus remaining, after allowance has been made for reasonably foreseeable Canadian requirements for that particular form of energy. The Board must also be satisfied that the prices charged for exports are just and reasonable in relation to the public interest. Issue of these licences is subject to the approval of the Governor in Council.

Owing to the special nature of the trade in crude oil and petroleum products, specifically the use of short-term contracts and the need to make decisions on a daily basis, oil export controls (except for licences for periods in excess of one year) are exercised directly by the Board without reference to the Governor in Council. Applications for orders authorizing the export of natural gas, ethane, propane, butanes and ethylene for periods of up to one year are also dealt with by the Board without reference to the Governor in Council.

For reasons of safety, the protection of the environment, and other utility services, no pipeline under the Board's jurisdiction may cross or be crossed by another utility without the authorization of the Board.

The Board's Oil and Gas Pipeline Regulations seek to provide for the safe design, construction and operation of pipelines under Board jurisdiction. To ensure high standards in the safety of pipeline construction and operation, the Board carries out inspection programs and conducts investigations and reviews of pipeline system performance.

The environmental information requirements for new oil and gas pipelines, for modifications or extensions to existing systems, and for international power lines are set forth in the Board's Rules of Practice and Procedure. The Board's assessment of environmental impact takes into consideration diverse concerns, such as impact on permafrost soils, erosion and siltation at water crossings of pipelines, impact on wildlife, preservation of archaeological and palaeontological sites of significance, and protection of agricultural soils. The Board is responsible for ensuring that the environmental protection measures implemented by companies are effective. This is accomplished through on-site inspections by Board staff and through follow-up reporting, which is required of the companies.

The Board regulates the rates, tolls and tariffs of pipeline companies under federal jurisdiction to ensure they are just and reasonable and to ensure that there is no unjust discrimination against any person or locality. Decisions on rates, tolls and tariffs are made by the Board without reference to the Governor in Council. The Board also administers certain provisions of the *Petroleum Administration Act*, namely the imposition and collection of a charge on the export of crude oil and certain petroleum products, and the regulation of the price of natural gas in interprovincial and export trade.

Under the *Northern Pipeline Act*, which provides the authority for the construction of a natural gas pipeline in Canada along the Alaska Highway, as well as for the creation of the Northern Pipeline Agency to oversee the construction of the pipeline, the Board's responsibilities consist mainly of financing and tariffs, approval of pipe specifications, granting of leave to open orders and regulation of the operation of the line.

The National Energy Board is a Court of Record. With regard to attendance, the swearing and examination of witnesses, the production and inspection of documents and the enforcement of its orders, it has all the powers vested in a superior court of record. A decision or order of the Board may be appealed to the Federal Court of Appeal, providing the appeal is based upon a point of law or of jurisdiction. Judgments of the Federal Court of Appeal may, with leave, be appealed to the Supreme Court of Canada.

Access Procedures

Please direct formal requests under the *Access to Information Act* to

Access to Information Co-ordinator
National Energy Board
473 Albert Street
Room 1140
Ottawa, Ontario
K1A 0E5
Telephone: (613) 995-7699

Office of the Secretary

The Office of the Secretary provides administrative control and co-ordination of all matters brought formally before the Board or its panels; prepares and maintains custody of the agenda, minutes, statutory documents and other official Board records; receives and issues all communications on behalf of the Board; co-ordinates work under the *Access to Information Act* and the Health, Safety and Welfare Regulations; and provides the Board with public relations services, a library information centre, and drafting and graphic arts facilities.

Manuals

- Introduction to International System of Units
- Metric Guide

Classes of Records

Certificates, Licences and Orders
NEB-10
Description: Originals of all certificates, licences and orders issued by the Board. *Topics:* Certificates of Public Convenience and Necessity — oil and gas pipelines, electric power lines; licences for the export of oil, gas and electric power; safety orders; rates, tolls and tariffs; miscellaneous orders. *Special Access Note:* See "Prefix Identification of Certificates, Licences, Orders and Permits" issued by the National Energy Board (internal reference memo listing document prefixes and references to legislation).

Minutes of Meetings
NEB-20
Description: Official minutes of all meetings of the Board and officially constituted panels of the Board. *Topics:* Certificates of Public Convenience and Necessity — oil and gas pipelines and electric power lines; licences to export oil, natural gas and electricity; safety orders relating to pipelines; environmental matters with respect to oil and gas

pipelines and electric power lines; rates, tolls and tariffs of pipelines under Board jurisdiction. *Petroleum Administration Act; Northern Pipeline Act;* supply, demand, surplus of oil, gas and electric power. *Storage Medium:* Microfilm.

Parliamentary and Ministerial Inquiries
NEB-30
Description: Information on questions raised by Members of Parliament in the House of Commons and correspondence to the Minister that has been referred to the Board for preparation of a reply. *Topics:* Parliamentary inquiries — may cover, but are not limited to, queries on personnel, budgets, advertising, accommodations, equipment, person-years; correspondence to the Minister, usually on energy-related matters for which the Board is responsible — certification of interprovincial and international oil and gas pipelines, international electric power lines, exports of oil, gas and electricity, supply and demand of oil, gas and electricity; complaints against pipeline companies.

Finance Travel and Removal — Authority to Attend Meetings, Seminars and Conferences
NEB-40
Description: Information on requests to attend meetings, seminars and conferences by Board members and staff. *Topics:* Request to attend a conference; sponsor; official host; duration; location; agenda; purpose of participation; estimated cost; approval.

Applications to the National Energy Board and Reasons for Decision
NEB-50
Description: Copies of all applications made to the Board, and its Reasons for Decision. *Topics:* Certificates of Public Convenience and Necessity for construction and operation of oil and gas pipelines and electric power lines; licences for the export of oil, gas and electric power; rates, tolls and tariffs of pipeline companies under Board jurisdiction. *Retrievability:* Files arranged by applicant, company and year. *Special Access Note:* Copies of applications and the Board's Reasons for Decision are held in the library.

Electric Power Branch

The Branch is responsible and provides the principal staff input for administering the electric power regulatory and advisory aspects of the *National Energy Board Act*, including electricity export licensing, international power line certification and regulatory surveillance; supply and demand forecasts for electricity; review of United States markets for electricity; and production, transportation, sales and exchange of electricity. It also reviews the art and practice of planning and operating electric power systems and prepares studies and reports on all matters related to electricity.

Classes of Records

Licences and Orders for the Export of Electricity
NEB-60
Description: Company applications and supporting data for a licence or order to export electricity for a specific period of time. *Topics:* Application to export electricity in an emergency; to Canadian utilities. *Retrievability:* Files arranged by power company.

Canadian Electric Power Projects
NEB-70
Description: Information on Canadian electric power projects and studies; also generation of electric power and the transmission of extra-high voltage electric power. *Topics:* Electric power projects and studies — Churchill Falls, James Bay, Fundy Tidal Power Development study; power generation — power potential, load and supply, nuclear, technology for fuel cells, thermal coal-fueled and thermal gas-fueled. *Retrievability:* Files arranged by project or study.

Construction of International Electrical Power Lines
NEB-80
Description: Applications for certificates and supporting documents to construct or modify existing power lines. *Topics:* Policy; environmental guidelines; exemption requests (international power lines of transfer capacity not exceeding 5,000 KW); interventions filed by interested parties; complaints by land owners. *Retrievability:* Files arranged by power company or land and property complaint.

Inspection of Meters
NEB-90
Description: Reports on inspections by inspectors from Consumer and Corporate Affairs Canada of export and import meters on international power lines. *Retrievability:* Files arranged by power line certificate holder.

Associations and Committees on Electric Power
NEB-100
Description: Information on liaison with power transmission companies, associations and conferences on electrical matters. *Topics:* Reports on and agendas of meetings and conferences; associations; power and transmission companies. *Special Access Note:* Some files have been transferred to the Historical Branch of the Public Archives of Canada.

Electric Power Failures
NEB-110
Description: Information on electric power interruptions. *Topics:* Hydro-Quebec power interruption on January 10, 1978; power interruption on the Maritime grid, November 14, 1978; Northeast power failure of 1965.

United States
NEB-120
Description: Information on liaison with American federal and state departments on mutual electric and atomic energy problems. *Topics:* Atomic Energy Commission; acts and regulations; uranium; nuclear electric power; Hanford Electric Generating Plant; geothermal energy; Jersey City Nuclear Power Project; U.S. Federal Power Commission; U.S. power — failures, projects, shortages, rates and statistics.

Statistics
NEB-130
Description: Statistical data on the export of electric power, supply and demand of electricity, forecasts, import of electricity. *Topics:* Monthly reports by power companies on the export of electric power and energy; supply, demand and distribution forecasts; various reports compiled by Statistics Canada; Ontario Hydro's forecasts of power load capacity report. *Retrievability:* Files are arranged by company and forecast. *Special Access Note:* Report on Ontario Hydro Forecast of Load and Capacity is held in National Energy Board library.

Energy Supply Branch

The Branch provides expert advice to the Board and the minister on energy supply, including determination of quantity of hydrocarbons surplus to Canadian needs; long-term energy supply forecasts; ongoing review of all established oil and gas reservoirs in Canada; studies of ultimate potential and reserves additions rates; and investigation of new supply sources such as tertiary recovery, oil sands, non-conventional oil and gas, alcohols, coal conversion products and solar energy.

Classes of Records

Associations, Committees and Conferences on Energy Supply
NEB-140
Description: Information on applications and supporting documents for hearings held on the energy supply. *Topics:* Proposed total energy

hearing, 1976; oil and gas supply and related energy, 1980; Condition 12 of Schedule III of *Northern Pipeline Act*, natural gas supply and demand-surplus deliverability hearing; hearing into the natural gas supply and requirements, 1978; Westcoast Transmission Company natural gas demand. *Retrievability:* Files arranged by year and company. *Special Access Note:* Copies of applications, interventions and transcripts of all hearings are held in the National Energy Board library.

Oil, Natural Gas Liquids (NGL) and Natural Gas Production
NEB-160
Description: Information on current production of hydrocarbons in Canada. *Topics:* Crude oil and equivalents (EDP system); NGL; natural gas. *Retrievability:* Files arranged by product and province.

Oil and Natural Gas Reserves
NEB-170
Description: Information on oil and gas pools, including raw data, Board assessments and published material on reservoir analysis techniques. *Topics:* Gas, reserves; oil reserves; decline curve analysis; models and simulation; secondary and tertiary recovery. *Retrievability:* Files arranged by pool; each contains information on reservoir parameters, historical performance and assessments made by the Board staff.

Gas Processing and By-Products
NEB-180
Description: Published material on the extraction of by-products from natural gas and the production of synthetic natural gas. *Topics:* Ethylene and ethane; helium; sulphur; hydrogen; processing plants; synthetic natural gas.

Statistical Reports
NEB-190
Description: Statistical reports from provincial agencies and other private agencies on production, demand and forecasts. *Topics:* Long-term energy; energy demand; production statistics. *Retrievability:* Files arranged by subject and province.

Renewable Energy
NEB-200
Description: Published material and correspondence on renewable energy. *Topics:* Biomass; geothermal; heat pumps; solar; tidal; wind; alcohol; peat.

Nuclear Energy
NEB-210
Description: Published material and correspondence on nuclear energy. *Topics:* Heavy water; uranium; fusion.

Energy Cost and Pricing
NEB-220
Description: Correspondence on costs and pricing of energy. *Topics:* Cost data; profitability data and studies; royalties.

Coal
NEB-230
Description: Published material and correspondence on coal. *Topics:* Forecasts; coal-gasification, liquefaction, reserves.

Exploration and Development
NEB-240
Description: Information on exploration for and development of hydrocarbon resources in Canada. *Topics:* Western Canada discoveries and development; potash; drilling and discovery — King Christian Island and Athabascan Oil Sands; Sarnia Olefins and Aromatics Project (SOAP); gas Arctic systems; northern gas pipelines; northern gas transportation; offshore exploration and development.

Gas and Oil Storage
NEB-250
Description: Published material and correspondence on oil and gas storage projects. *Topics:* Province of Ontario; Home Oil Company — Strait of Canso Storage Project. *Retrievability:* Files arranged by province and company.

Economics Branch

The Branch is the primary source of staff advice on economic and socioeconomic matters, particularly for estimating long-term energy demand. Its responsibilities include energy demand forecasts by product and by region; energy supply, demand and surpluses; macroeconomic forecasts for the Canadian economy; energy statistics; analyses of the economic impact of proposed pipelines on the Canadian economy; socioeconomic impact of pipeline projects; economic benefits of proposed energy exports; Canadian content; and estimates of the effect of inflation rates for the purpose of setting just and reasonable pipeline tolls.

Classes of Records

Long-term Energy Demand
NEB-260
Description: Information on energy demand hearings, supply and demand forecasts, and demand and disposition projects. *Topics:* Total Energy Supply and Demand Inquiry; energy demand forecasts; demand and disposition; licences and orders; export control. *Retrievability:* Files arranged by subject and company.

Macroeconomic Forecasts on the Canadian Economy
NEB-270
Description: Macroeconomic forecasts on the Canadian economy and their relationship to energy forecasts. *Topics:* Statistical reports and returns; macroeconomic forecasting model studies; committees, boards, commissions, etc. related to macroeconomic forecasting. *Retrievability:* Files arranged by subject and committee.

Energy Supply and Demand Statistics
NEB-280
Description: Information on energy supply and demand and related data for all energy commodities. *Topics:* Information, liaison and data related to co-operation among various associations, committees; statistical energy inquiries; statistical reports and returns; supply and demand data for all energies; international data. *Retrievability:* Files arranged by subject and committee.

Canadian Content in Energy Projects
NEB-290
Description: Information on Canadian content and industrial benefits of energy projects. *Topics:* Studies; specific applications; licences, orders and exports. *Retrievability:* Files arranged by subject and company.

Economic Benefits of Proposed Energy Projects
NEB-300
Description: Analyses of the economic impact of applications and economic benefits from projects. *Topics:* Cost-benefit — committees, studies, specific applications; licences, orders and exports. *Retrievability:* Files arranged by subject and company.

Socioeconomic Impact of Pipeline Projects
NEB-310
Description: Information on the regional economics of pipeline projects and their impact on socioeconomic factors. *Topics:* International developments; socioeconomic studies; exploration and development; socioeconomic impacts of specific applications; licences, orders and exports. *Retrievability:* Files arranged by subject and company.

Economic Considerations in Setting Pipeline Tolls
NEB-320
Description: Information on the operations of pipeline companies and the economic considerations in setting tolls. *Topics:* Productivity and efficiency of pipeline companies; rates, tolls and tariffs; financial arrangements; certificates and orders. *Retrievability:* Files arranged by subject and company.

Energy Supply, Surpluses and Reserves
NEB-330
Description: Information on the supply side of inquiry hearings, renewable energy, reserves and surpluses. *Topics:* Energy supply; renewable energy; reserves and surpluses — particular applicants; licences, orders and exports. *Retrievability:* Files arranged by subject and company.

Financial Regulatory Branch

Under various sections of the *National Energy Board Act, Northern Pipeline Act* and *Petroleum Administration Act,* the Branch has prime responsiblity for rates, tolls and tariffs of companies under Board jurisdiction; provision of financial advice; collection and audit of petroleum export charges; costs of transportation; accounts, depreciation practices, uniform system of accounts, information and returns of companies under the Board's jurisdiction; and all aspects of applications for rates, tolls and tariffs.

Manuals

- Accounting Division Manual

Classes of Records

Rates and Tolls
NEB-340
Description: Information on the applications and supporting documents for rates and tolls submitted by pipeline companies; also copies of interventions submitted by interested parties, and copies of gas company sales and purchase contracts. *Topics:* Rate applications; interventions; complaints and investigations; price surveillance; sales contracts; purchase contracts; rates for gas. *Retrievability:* Files arranged by company and province. *Special Access Note:* Applications, transcripts and reasons for decision are held in the National Energy Board library.

Accounting and Auditing
NEB-350
Description: Accounting and auditing records and correspondence of pipeline companies under the Board's jurisdiction and of companies holding export licences. *Topics:* Rate of return; depletion allowance; auditing; financial arrangements; financial flowback; annual reports; uniform classification of accounts and document retention; export charge audits. *Retrievability:* Files arranged by subject and company.

Taxation and Duties
NEB-360
Description: Correspondence on taxation and duties. *Topics:* Discount cash flow; Department of Finance tariffs and duties; taxation measures; treatment of income taxes for rate-making purposes; income taxes; other taxes.

Uniform Accounting Regulations for Oil and Gas
NEB-370
Description: Correspondence between companies in Canada, the United States government and the National Energy Board on uniform accounting regulations. *Topics:* U.S. data; interest during construction; retirement units; cost of service studies; depreciation; document retention; acts and legislation. *Retrievability:* Files arranged by subject, and oil and gas company.

Financial Reports
NEB-380
Description: All financial information on the different oil and gas companies such as earnings, expenses; also quarterly and annual financial reports.

Gas Branch

The Branch is the principal source of information and advice to the Board on natural gas and natural gas products. Its responsibilities include licensing of gas and gas product exports; monitoring and control of domestic gas and gas product exports; monitoring and control of domestic gas pricing; market monitoring and policy formulation; determination of costs of transportation associated with the determination of export flowbacks to producing provinces; and production of short-term forecasts of requirements for gas and gas products.

Classes of Records

Natural Gas Pricing and Marketing
NEB-390
Description: Correspondence on marketing and pricing of natural gas and products, and reports of revenue flowback by gas or pipeline companies. *Topics:* Special market research; market value; propane and butane pricing; revenue flowback by gas and pipeline companies; *Petroleum Administration Act,* Part III (Domestic Gas Pricing). *Retrievability:* Files arranged by subject and gas or pipeline company.

Import and Export Gas Licences
NEB-400
Description: Applications and related correspondence for a licence to export or import natural gas, liquefied natural gas or liquefied petroleum gas and the interventions submitted by interested parties. *Topics:* Emergency orders to export natural gas and liquefied natural gas; licences to export and import natural gas, liquefied natural gas and liquefied petroleum natural gas; interventions; combined hearings (two or more companies applying jointly for a licence). *Retrievability:* Files arranged by subject, company and year of application.

Export Control of Gas Products
NEB-410
Description: Information on licences and applications for the export of gas products; also proceedings of the Gas Panel, which includes reports to the Board, approval of export orders and the minimum export price. *Topics:* Policy; instructions to the applicants; auditing; forms of licences; proceedings of the Gas Panel; applications for licences. *Retrievability:* Files arranged by subject and applicant company.

United States Regulatory Agencies for Natural Gas and Gas Products
NEB-420
Description: Correspondence between the National Energy Board and U.S. federal and state departments and agencies on natural gas and gas product matters. *Topics:* Acts and regulations for natural gas; export and imports of natural gas; pricing of natural gas; supply, demand and storage; synthetic natural gas; gas rates; natural gas survey.

Law Branch

The Branch advises the Board on its powers and their legal application to Canadian energy industries under Board jurisdiction. The Branch also prepares regulations, rules of procedure and draft amendments to the Act; examines witnesses at hearings; assists in the preparation and review of submissions to the Governor in Council, reasons for decision, orders and certificates; conducts litigation for and on behalf of the Board; and participates in meetings with Cabinet and parliamentary committees, government committees, energy industry representatives and foreign organizations.

Classes of Records

Legal Opinions
NEB-430
Description: Legal opinions prepared by the branch for the purpose of giving advice to the Board. *Topics:* Duties and powers of the Board under the *National Energy Board Act;* Board jurisdiction; requirements of natural justice; interpretation of legislation.

Statutes and Regulations
NEB-440
Description: Working papers and other relevant material used by the branch in the preparation of amendments to statutes and regulations. *Topics: National Energy Board Act* and Regulations; *Petroleum Administration Act; Northern Pipeline Act.*

Legal Cases
NEB-450
Description: Decisions rendered by the courts that may affect the work of the Board. *Topics:* Administrative tribunals; American law; *Bill of Rights;* combines; *Pipeline Act.*

Litigation
NEB-460
Description: All documentation, legal opinions and working papers related to court cases with which the Board has been involved as a result of appeals of its decisions. *Topics:* Trial division; Federal Court of Appeal; Supreme Court of Canada; public hearings — reasons for decision; subpoenas. *Retrievability:* Files arranged by style of cause.

Oil Branch

The Branch primarily provides timely, continuous appreciation of the critical aspects of oil-related energy, including oil markets; processing and distribution; short-term balance of supply and demand; traffic and discrimination in service or facilities against any person or locality; integrated system of current operating data; short-term forward estimates and demand assessments; export licensing and pricing; pipeline traffic; allocation of domestic crude oil; control of international oil exchanges; and determination of oil export charges.

Classes of Records

National Oil Policy
NEB-470
Description: Correspondence on the national oil policy with various oil and pipeline companies, federal government departments and the National Energy Board. *Topics:* Policy; National Oil Policy Review, 1969; redefining the Ottawa Valley; imports and transfer — gasoline; control of movements across Ottawa Valley line; petrochemical industry — export and import; Oil Import and Transfer Program; Crude Oil Price Survey; Oil Import Cost Compensation Program; deep water facilities.

Allocation of Oil
NEB-480
Description: Correspondence between the Energy Supply Allocation Board and the Oil Branch of the National Energy Board on the allocation of oil resources in an emergency.

Liaison with United States on Oil Matters
NEB-490
Description: Correspondence with United States federal government and agencies on oil matters. *Topics:* Import and export of oil; offshore oil; pricing; pipeline tariffs; refineries; oil reserves; crude oil supply and demand; transportation by tanker; exchange agreements; import regulations; oil import statistics; turbine fuel; U.S. oil pipeline companies; refinery allocations; appeals and decisions; task force on oil imports; reports and returns on pipeline incidents and petroleum matters. *Retrievability:* Files arranged by subject under the United States block of files.

Crude Oil Movements by Pipeline
NEB-500
Description: Correspondence on pipeline capability and the availability of crude oil; also nomination, by refinery, of crude oil requirements. *Topics:* Pipeline capability — pipeline traffic; nominations by companies for crude oil requirements; allocations of domestic crude.

Export Charge for Crude Oil and Oil Products
NEB-510
Description: Information on the policy, audit reports, applications for remission of or exemption from export charges and the monthly returns filed by exporting companies. *Topics:* Policy on the export charge; auditing of exporting companies; exemptions and remissions; Form 160, Oil Export Charge Return (monthly); determination of export charges. *Retrievability:* Files arranged by subject and company.

Export Control of Crude Oil, Condensates and Products
NEB-520
Description: Information on policy, forms of licences, applications for licences to export surplus crude oil, condensates and products, decisions and reports of the export panel. *Topics:* Policy; instructions to applicants; licence forms; Canadian requirements and surplus for export; proceedings of Export Panel. *Retrievability:* Files arranged by company.

Inquiry Hearings on the Canadian Oil Supply and Requirements
NEB-530
Description: Submissions of various oil companies and supporting data during public hearings in 1975, 1976 and 1978. *Topics:* Public hearings — Canadian oil supply requirements; submissions by companies on reserves and demand. *Retrievability:* Files arranged by year of public hearing.

Exchange Agreements on Crude Oil
NEB-540
Description: Information on the exchange agreements on offshore and mid-continent crude oil between Canadian and U.S. oil companies and related correspondence. *Topics:* Control of International Oil Exchange; mid-continent exchange agreements; eastern Canada foreign exchange agreements. *Retrievability:* Files arranged by Canadian and United States oil companies.

Crude Oil Statistics on Refinery Production
NEB-550
Description: Statistical information on the amount of crude oil received in refineries, the amount of crude processed by refineries each week, the monthly supply survey on Canadian oil products, monthly deliveries of crude oil and condensates under licence, and the amount of products exported each month. *Topics:* Canadian refinery receipt survey of crude oil; crude oil runs (amount of crude processed in refineries weekly or monthly); Canadian oil product monthly supply survey; oil product export return. *Retrievability:* Files arranged by company. *Special Access Note:* Most of these statistics are supplied on a confidential basis to the National Energy Board by individual companies; therefore, information can only be released as a combined total of all companies. *Storage Medium:* Computer disc or tapes.

Oil Refining Capacity and Processing
NEB-560
Description: Correspondence with refineries and selected oil companies on their forward projections of oil refining capacity and processing. *Topics:* Ontario Refineries' Hearing, 1968; refining survey of Atlantic provinces and Quebec, region 1 & 2; refining survey of central and eastern Canada, Region 1, 2 and 3; refining survey,

Region 5; refining survey of British Columbia; processing and supply survey 1974-85, 1977-83 and 1979-85.

Pipelines Branch

The Branch is the source of advice to the Board on pipeline design, construction and operation. It carries out studies on the technical feasibility, cost of service, system capacity, system security, environmental, right-of-way and safety-related matters for pipelines in the conventional, frontier Arctic and offshore areas. It has prime responsibility for the assessment of applications for the construction of new pipeline facilities and for the expansion, extension, replacement and repair of existing systems.

Manuals

- Leave to Open Applications — Procedure
- Procedures and Responsibilities — Inspection Activities, Engineering
- Branch Staff at Construction Sites
  - — Training Co-ordinator
  - — Spill Incident Reporting
  - — Construction Progress Reports
- Engineering Branch Input and Responsibilities of Assistant Directors in Handling Applications

Classes of Records

Pipeline Development Projects
NEB-570
Description: Correspondence on Northern oil and gas development. *Topics:* Task Force on Northern Oil Development; gas Arctic systems; northern gas pipelines; northern gas transportation; Petro-Canada proposed Arctic power project; polar gas project. *Retrievability:* Files arranged by task force committee.

Operation of Oil and Gas Pipelines
NEB-580
Description: Correspondence on the operation and maintenance of pipelines. *Topics:* Corrosion Control Program; letters patent; design factors; safety; signs and markers; schematic drawing of pipelines; sandblasting; line pipe specifications; high energy impact joining of line pipe; reversal of pipeline.

Lands and Properties
NEB-590
Description: Information on complaints of landowners concerning pipeline construction, applications to expropriate lands for rights-of-way and applications to purchase or sell land, buildings, equipment, to abandon pipelines. *Topics:* Complaints by landowners; expropriations of land sales of land and properties; applications to abandon pipeline. *Retrievability:* Files arranged by pipeline company for purchases, sales, leases and abandonments. Complaints are filed by name of landowner, location and pipeline company.

Pipeline Incidents or Accidents
NEB-600
Description: Reports of leaks, breaks, dents and buckles of oil and gas pipelines, including property damage, injury or death of personnel. *Topics:* Leaks and breaks; dents and buckles; storage and use of lubricants; metallurgical investigations; repair program for the Sarnia-Montreal extension. *Retrievability:* Files arranged by pipeline and location of the leak, break, dent or buckle.

Pipeline Associations and Committees
NEB-610
Description: Correspondence between the National Energy Board and various pipeline, oil and gas, and standards associations; also information on liaison with various committees, conferences and oil and gas pipeline companies. *Topics:* Associations dealing with pipelines and engineering matters; institutes for engineering and pipeline matters; committees of the Canadian Standards Association; Task Force on Pipelines; conference on engineering and pipelines; co-operation and liaison with oil and gas pipeline companies. *Retrievability:* Files arranged by association, committee, conference and pipeline company.

Pipeline Construction
NEB-620
Description: Information on the application for certificates and orders to build a pipeline, to commence construction, leave to open a pipeline (commence operation), or to cross a pipeline by a facility over or under a pipeline, submitted by a company or by a private citizen; also documentation for interventions and appeals submitted by interested parties. *Topics:* Applications for certificates and orders; applications to construct a pipeline; applications to construct a compressor station, gas plant, meter station, pump station and terminal; crossing of a pipeline by a buried cable, overhead cable, road, ditch, building, parking lot, etc.; crossing of a facility by a pipeline; appeals and interventions; environmental assessment and effect on pipelines. *Retrievability:* Files arranged by company and location of pipeline. *Special Access Note:* Applications to build a pipeline, transcripts of hearings and Reasons for Decisions are held in the Board library.

Systems Development Branch

The Branch is responsible for the effective use of information systems technology in support of the Board. It is the centre of expertise on data processing. Thus it develops and co-ordinates all plans for all systems to meet immediate and long-term objectives; initiates studies of Board information systems; selects and implements appropriate equipment and methodologies and develops user awareness of information system methods; maintains a knowledge of the latest developments in information systems and provides expert advice on such systems.

Administrative Services Branch

The Branch is responsible for all administrative support matters, including the co-ordination and administration of policies and the provision of advice and services in the areas of financial, personnel and general administration, official languages, and security.

Background

The National Farm Products Marketing Council is responsible for supervising the Canadian marketing agencies established under the *Farm Product Marketing Agencies Act*. The Council works with these agencies and with provincial governments and their marketing boards to promote an efficient and competitive industry for the products concerned. It is charged with protecting the interests of producers, processors and consumers.

Access Procedures

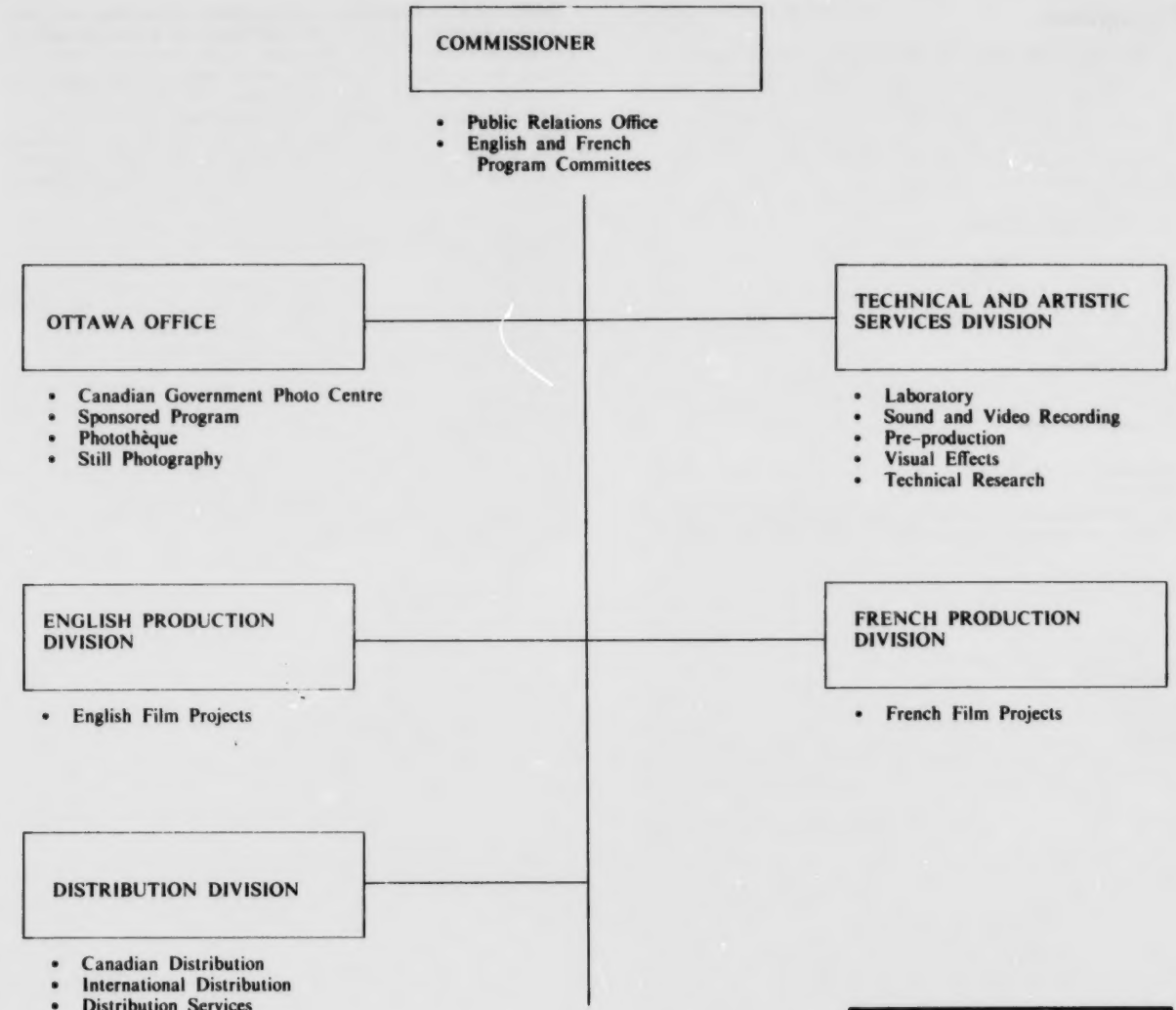
Executive Secretary
National Farm Products
Marketing Council
13th Floor, Martel Building
270 Albert Street
Ottawa, Ontario
K1A 1A1

Classes of Records

Marketing Operations
NFPMC-10
Description: Information on liaison with commodity producers' associations, provincial agricultural departments, provincial marketing boards and other councils on matters related to marketing operations. *Topics:* Producer quota studies; guidelines for cost of production formulae; interprovincial and export trade; statutory orders and regulations; reports and statistics; commodities — animal and animal products, grains and oilseeds, horticulture and special crops; liaison with organizations concerned with marketing (minutes of proceedings). Records are retained according to Records Disposal Schedule approved by the Dominion Archivist 1983/01. *Retrievability:* Records located at the headquarters of the National Farm Products Marketing Council.

Canadian Marketing Agencies
NFPMC-20
Description: Information on Canadian marketing agencies such as the Canadian Egg Marketing Agency, the Canadian Turkey Marketing Agency and the Canadian Chicken Marketing Agency. *Topics:* Provincial levies; information services; claims; hearings; licensing; penalties and offences; producer quotas; production cost of; production surveys; programs; reports and statistics; prices; statutory orders and regulations; surplus egg removal; interprovincial and export trade; marketing agencies (organization, minutes of proceedings, administration, finances, etc.). *Retrievability:* Records located at headquarters of the National Farm Products Marketing Council. Records are retained according to Records Disposal Schedule approved by the Dominion Archivist 1983/01. *Storage Medium:* Recordings — council meetings and in-camera hearings.

National Film Board



ACCESS TO INFORMATION
CO-ORDINATOR
DIRECTOR OF ADMINISTRATION
NATIONAL FILM BOARD
125 HOUDE STREET
P.O. BOX 6100, STATION A
ST. LAURENT, QUEBEC
H3C 3H5

Overall Responsibilities

The National Film Board (NFB) was established by an Act of Parliament passed on May 2, 1939, and revised in 1950. Its mandate is to interpret Canada to Canadians and to other nations. The Board is a centre for the production of film and video and operates a distribution network through which its productions are presented on television and movie screens around the world. In Canada, it operates 30 offices, which serve the six geographic regions of the country. Public libraries make some 122,000 prints of its films available to Canadians. The board is adapting its products to the new electronic delivery system to make films available to Canadians; the NFB is also mandated to be a centre of excellence in research and development in the art and technology of film and video.

Outside the country the NFB operates a commercial distribution network. Its productions are also distributed in about 80 countries through Canadian diplomatic posts. Some 84,000 prints are made available at no charge to foreign audiences, which, according to recent surveys, amount to over 700 million spectators annually.

NFB films are currently produced by two distinct production units, in terms of both their language of work — French and English respectively — and the styles and priorities that each has developed to reflect its own culture in Canadian society. In the early 1970s, a movement toward regionalization began in the area of production to enable more direct and independent illustration of the very different ways of life that distinguish the major geographic regions in Canada. This decentralization of production centres also sought to give the Canadian film industry more access to the Board's production resources. The ensuing years have seen more private sector involvement in the production of NFB films, particularly those produced under the sponsored program for government departments.

The average annual production of the NFB is approximately 100 original films and 50 versions and adaptations of existing films. The latter category deserves special mention since the Board produces versions of its films in 60 different languages according to the requests that come to it through its distribution network. The production of audio-visual material for educational purposes is almost as important. Awards and citations for Board productions today number 1,600. These include over fifty nominations for Academy Awards, five Oscars, three Golden Palms from Cannes and five Robert Flaherty Awards from the British Academy.

Organization

The Board of Trustees of The National Film Board is composed of the Commissioner, who is both its Chairman and Chief Executive officer, and eight other members appointed by the Governor-in-Council, three of whom are selected from the Public Service of Canada or the Canadian Forces, and five from the public at large. The Management of the Board is supported by five divisions — English Production, French Production, Distribution, Technical Services, Administration and Personnel. Its head office is in Ottawa, while its operational headquarters are in Montreal.

Major Publications

Periodicals

Distribution Catalogues

The NFB 16mm film catalogues are available in English and French, with a PRECIS index. They list films and television productions from the NFB, CBC, Radio-Canada, the library of Canadian travel films and Canadian independent filmmakers.

- Outpost Library Film Catalogue
- Catalogue de films de la cinémathèque avant-poste (Quebec region)
- NFB Catalogue (U.S. Edition)
- Learning Resource Materials (multi-media)
- Work — a selection on labour from the NFB
- Showcase 81 (film presentation)
- Special catalogues (catalogue of films for the International Year of the Disabled)
- Television Index
- Index of geographical films
- Index of films on history and heritage
- Free Films for TV
- North-South Dialogue
- Beyond the Image — a guide to films about women and change
- Newsrelease
- Newsletters

Technical and Artistic Services

- Perforations (technical information periodical)

Public Relations

- Annual Report of the NFB

Photothèque

- "Photos Canada" catalogues

Planning and Research

- Nouvelles de Sibéries

Monographs

Technical Services

- Titles and credits — from concept to production

Public Relations

- All About Us
- Seeing Ourselves
- Press releases

Distribution

- Film Distribution — A guide for independent filmmakers negotiating for distribution on the 16mm educational market
- Promotion material — information sheets, notices, brochures, Teacher's Guide, accompanying material on a particular film, series of films or special programming

Photo Service

- Set of books produced by the Photo Service in Ottawa such as *Between Friends*

Planning and Research

- Thoughts on Radio Broadcasting, March 1980
- Brief submitted to the Federal Cultural Policy Review Committee, March 1981
- Submission in connection with the application for an operating licence for a second national television broadcasting service — CBC-2 and Télé-2 — filed by the Canadian Broadcasting Corporation, CRTC licences 801877200 and 801876400

Studies

Distribution

- Market Studies — public reaction, film library, etc.

Planning and Research

- Proposals for an electronic distribution strategy for the NFB (NFB's share of the francophone television and video market in Canada) — working paper, January 1982
- Revision of the Quebec *Act on the Cinema*, Bill 20, preliminary analysis — information file, February 1981

Reports

Technical Services

- Technical evaluation of audio-visual material

English Productions

- Completed films
- Films in process

Distribution

- Reports produced by type of activity — Canadian telecasting, Canadian commercial distribution, print sales, community distribution

Key Contacts

Please direct requests for general information on the National Film Board to

Records Manager
Administration Division
Telephone: (514) 333-3087

Media and Parliamentary Relations

Director of Public Relations
Telephone: (514) 333-3452

Library

Librarian
Telephone: (514) 333-3141

Access Procedures

Formal requests for access under the *Access to Information Act* should be directed to

Access to Information Co-ordinator
National Film Board
P.O. Box 6100, Station A
St. Laurent, Québec
H3C 3H5
Telephone: (514) 333-3112

English Production Division

This Division produces films in documentary, animation and fiction forms, to reach audiences in Canada and abroad on relevant social and cultural issues. These programs are produced in six studios in Montreal and one each in Halifax, Toronto, Winnipeg, Edmonton and Vancouver. English production uses freelance filmmakers and sometimes co-produces with outside organizations.

Classes of Records

English Film Projects

NFB-10

Description: Information on the production of films. *Topics:* Scripts; budgets; contracts; financial statements; comments; research material; rights; correspondence. *Retrievability:* Files arranged by film.

French Production Division

This Division produces films for its priority audience — French-speaking Canadians. It produces documentaries, fiction and animation from its headquarters in Montreal and its regional production centres in Acadia, Ontario and the West. French Production uses freelancers to produce its films and films with outside organizations.

Classes of Records

French Film Projects

NFB-20

Description: Information on the production of films. *Topics:* Scripts; budgets; contracts; financial statements; comments; research material; rights; correspondence. *Retrievability:* Files arranged by film.

Distribution Division

This Division ensures optimal distribution of films produced by the NFB and by other public and private organizations in Canada and films commissioned by Government of Canada departments.

Manuals

- Distribution Division — Policies and Procedures

Classes of Records

Canadian Distribution

NFB-30

Description: Information on all the steps required to distribute a film in Canada. *Topics:* French, English and Regional Office marketing – negotiation of contracts for television and theaters; research – audience survey, new markets; community distribution (outside regular chair distribution channels); distribution of CBC, Radio-Canada and private industry films; promotion and publicity. *Retrievability:* Files arranged by film and type of distribution.

International Distribution

NFB-40

Description: Information on all the steps necessary for the distribution of a film abroad. *Topics:* International marketing – offices abroad; marketing – all types of contracts for television and theatres; sales and rentals – 16mm films, video cassettes, multi-media products; information, promotion and publicity. *Retrievability:* Files arranged by film.

Distribution Services

NFB-50

Description: Logistics of Canadian and international distribution operations. *Topics:* Information systems – gathering, analysis and compilation of statistics; contracts and rights; sales; publicity, promotion; Videothèque; Photothèque; film stock. *Storage Media:* Magnetic tape, disk. *Retrievability:* Files arranged by film.

Technical and Artistic Services Division

This Division provides technical services for the Production Divisions and the Distribution Division and operates a research and development section.

Manuals

- Technical Specifications — explains how to produce a 16mm or 35mm film, in colour or black and white

- Instructions for the Construction of a Small Projection Room
- Notes for the Cameraman and Camera Assistant

Classes of Records

Laboratory
NFB-60
Description: Information on the processing of film. *Topics:* Quality control; chemistry; timing; sensitometry; printing and development; inspection of printing material; negative cutting; printing material library; stock film and shot library. *Retrievability:* Files arranged by film.

Sound and Video Recording
NFB-70
Description: Information on sound and video recording. *Topics:* Mixing; transfer; quality control; video services. *Storage Medium:* Magnetic tape – sound, picture and sound. *Retrievability:* Files arranged by film.

Pre-production
NFB-80
Description: Information on technical support for productions. *Topics:* Camera maintenance; reservations for technicians; lighting; stores; stage reservations; carpentry, props, sets. *Retrievability:* Files arranged by film.

Visual Effects
NFB-90
Description: Information on visual effects. *Topics:* Animation photography; film credits; special effects. *Retrievability:* Files arranged by film.

Technical Research
NFB-100
Description: Information on testing and analysis of new materials for professional cinematography and upgrading of existing pieces of equipment. *Retrievability:* Files arranged by type of equipment.

Office of the Commissioner

Public Relations Office

This Office co-ordinates the NFB's participation in festivals and is responsible for public relations in general, special projects, public visits and relations with academic circles.

Classes of Records

Festivals and Awards
NFB-110
Description: Information on the various festivals in which the NFB participates and awards received. *Topics:* Selection of films; registration for the festival; contracts with the press and filmmakers participating in the festival.

Conferences and Special Projects
NFB-120
Description: Information on participation by the NFB in various film projects. *Topics:* Exhibits; film exchanges with other countries; retrospectives of films by the NFB in Canada and abroad; workshops for the film community.

General Projects
NFB-130
Description: Information on public relations in general. *Topics:* Contacts with the news media; publication of press releases; brochures; annual reports; public visits; meetings between well-known filmmakers and NFB staff; visits by NFB filmmakers to film schools in Canada and abroad.

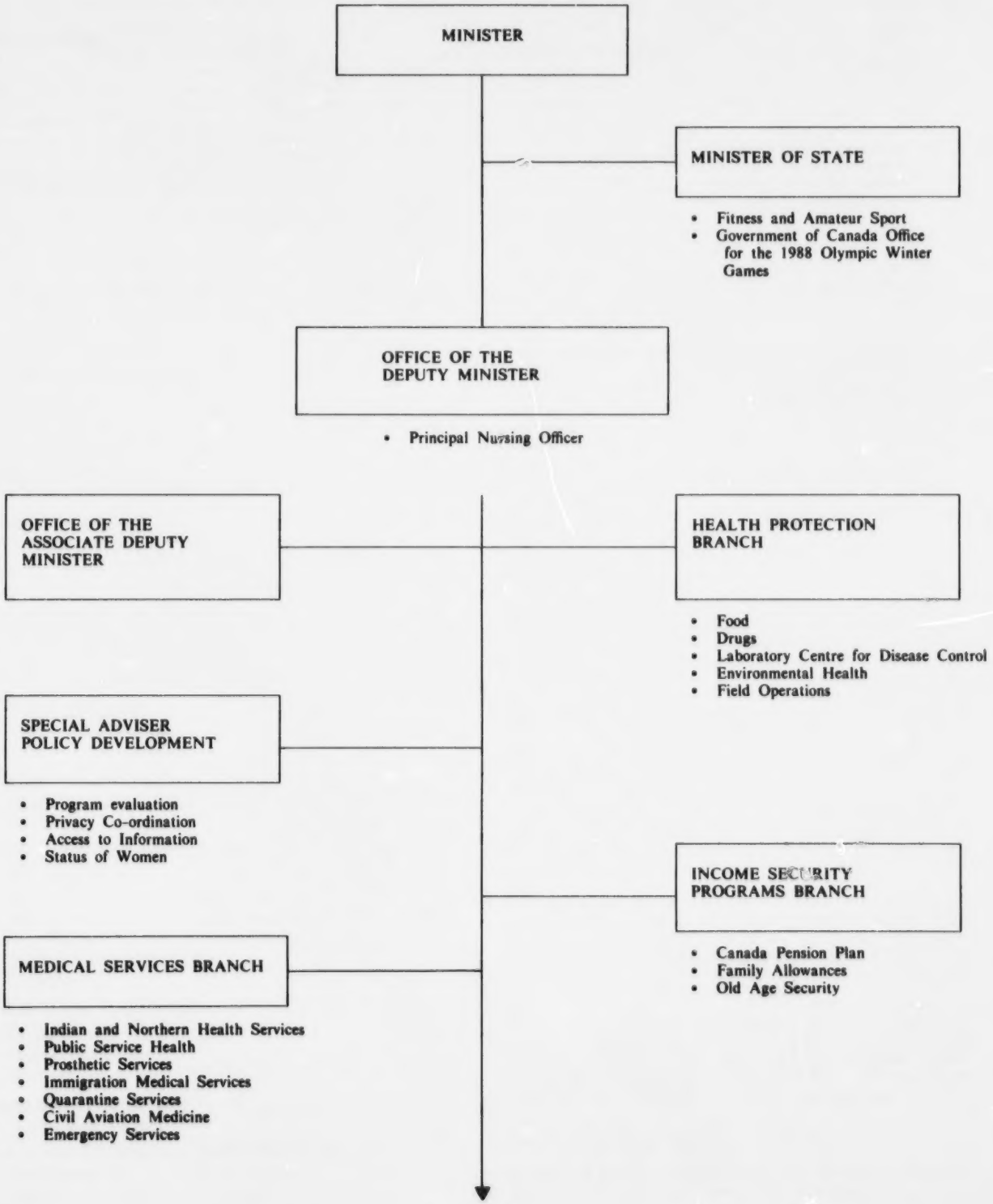
English and French Program Committees

The Program Committees examine film projects that are submitted to them. Those that meet the various criteria sought are accepted for "research and script development" or "to be undertaken". The approval of the Assistant Commissioner is essential to the start-up of a project. Each committee meets weekly and issues minutes.

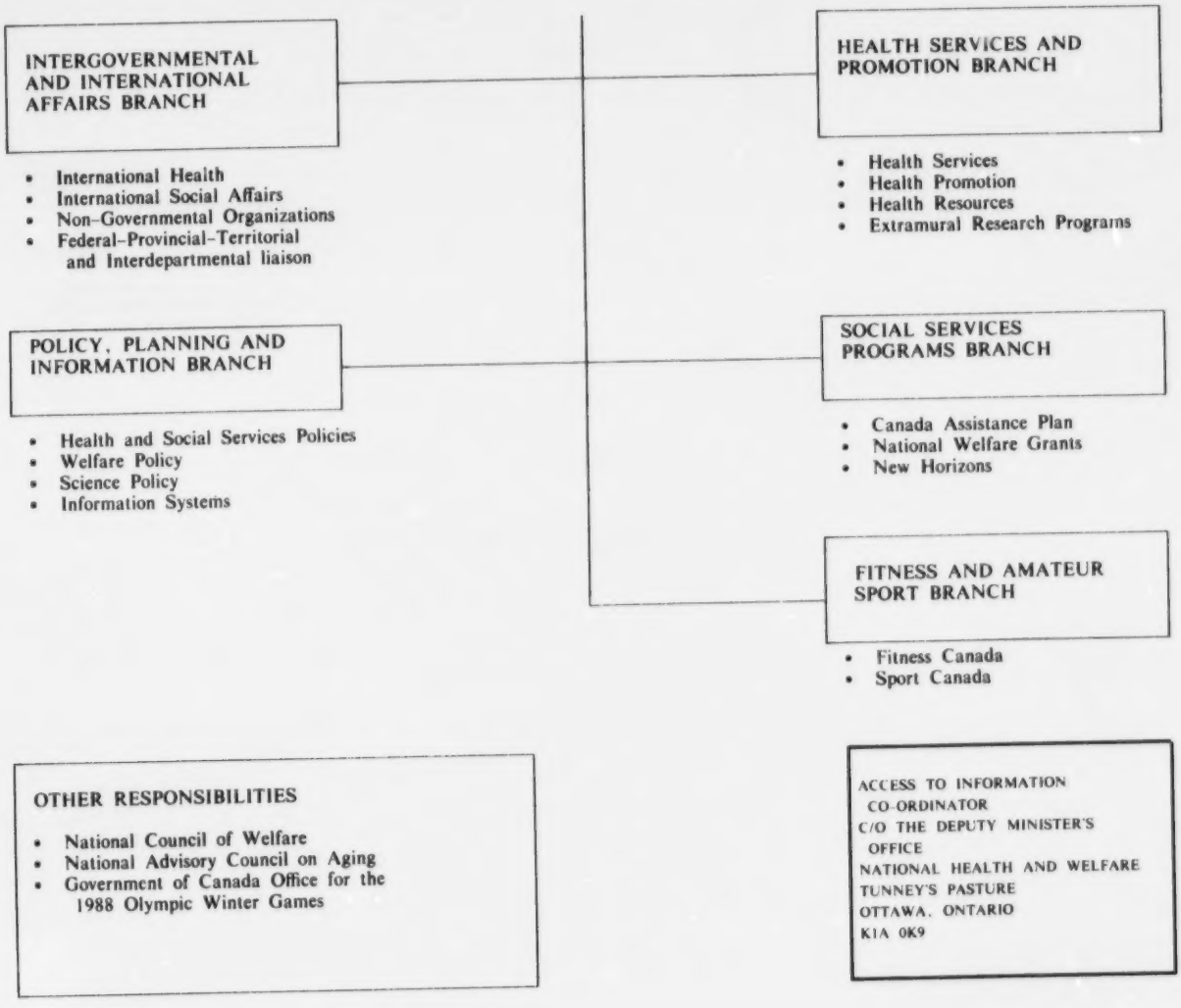
Classes of Records

Film Projects
NFB-140
Description: Information on projects submitted for approval to the program committees. *Topics:* Scripts; research; budget forecasts; film crew. *Retrievability:* Files arranged by film project.

Department of National Health and Welfare



Department of National Health and Welfare



Background

The Department of National Health and Welfare was established in 1944 by the *Department of National Health and Welfare Act* for the purpose of promoting and preserving the health, social security and social welfare of the people of Canada over which the Parliament of Canada has jurisdiction. The new Department administered the National Health section of the Department of Pensions and National Health and the *Family Allowances Act* which came into force on July 1, 1945. Since then, advances in the fields of health, social security and social welfare have led to the introduction of a number of new and extensive programs. Each year the federal government devotes about one-third of its total budget to the Department. Most of these funds are returned to the people of Canada through departmental programs.

The Department's mandate includes also the Fitness and Amateur Sport Program and the participation of the Government of Canada in the 1988 Olympic Winter Games which were transferred to the Minister of National Health and Welfare in October 1982.

Laws and Regulations

The following is a list of the legislation and regulations administered by the Department of National Health and Welfare for which the Department is either wholly or partly responsible:

Deputy Minister

- Department of National Health and Welfare Act

Health Protection Branch

- Food and Drugs Act and Regulations
- Narcotic Control Act and Regulations
- Radiation Emitting Devices Act and Regulations
- Environmental Contaminants Act
- Hazardous Products Act
- Atomic Energy Act and Regulations
- Canada Dangerous Substances Regulations

Medical Services Branch

- Quarantine Act and Regulations
- Immigration Act and Regulations
- Indian Health Regulations
- Potable Water Regulations for Common Carriers
- Public Works Health Act

Health Services and Promotion Branch

- Medical Care Act
- Hospital Insurance and Diagnostic Services Act
- Federal-Provincial Fiscal Arrangements and Established Programs Financing Act, 1977 (EPF Act) and Regulations
- Health Resources Fund Act
- Excise Tax Act

Income Security Programs Branch

- Old Age Security Act
- Canada Pension Plan
- Family Allowances Act

Social Service Programs Branch

- Canada Assistance Plan
- Vocational Rehabilitation of Disabled Persons Act
- Blind Persons Act
- Disabled Persons Act
- Federal-Provincial Fiscal Arrangements and Established Programs Financing Act, 1977 (EPF Act) *and Regulations*
- Unemployment Assistance Act
- Excise Tax Act
- Nursing Home Care Benefits Regulations
- Young Offenders Agreements
- Divorce Act of Canada (1968)
- New Horizons Program
- National Welfare Grants

Fitness and Amateur Sports Programs Branch

- Fitness and Amateur Sports Act

Overall Responsibilities

Departmental health programs are designed to reduce illness and untimely death of Canadians associated with hazards in the environment, both man-made and natural; to protect and enhance the health of those Canadians whose care, by legislation or custom, is the responsibility of the Department; and to develop, promote and support measures designed to preserve and improve the health of Canadians.

Departmental welfare programs are designed to maintain and improve the income security and the social well-being of Canadians. Fitness and Amateur Sport programs are designed to promote, encourage and develop fitness and amateur sport in Canada.

Organization

The Minister of National Health and Welfare is the head of the Department. The Minister of State, Fitness and Amateur Sport, is responsible for the Fitness and Amateur Sport Program and the participation of the Government of Canada in the 1988 Olympic Winter Games.

The Department is headed by the Deputy Minister of National Health and Welfare who along with the Associate Deputy Minister is supported by the heads of the staff, line and administrative branches and directorates and by the Special Adviser, Policy Development and the Principal Nursing Officer.

The two staff branches, which are headed by Assistant Deputy Ministers, are the Intergovernmental and International Affairs and the Policy, Planning and Information branches. Both report to the Associate Deputy Minister.

Six branches, each headed by an Assistant Deputy Minister, administer the departmental operational programs: Health Protection, Medical Services, Health Services and Promotion, Income Security Programs, Social Services Programs and Fitness and Amateur Sport. The Health Services and Promotion and Social Services Programs branches report to the Associate Deputy Minister.

Departmental management control and administration are carried out by the Corporate Management Practices Branch headed by an Assistant Deputy Minister; the Personnel Administration Branch, headed by a Director General, and the Internal Audit and Public Affairs Directorates, which report directly to the Deputy Minister.

Access Procedures

Requests for departmental information under the *Access to Information Act* should be addressed directly to the following:

Director
Access to Information
c/o The Office of the Deputy Minister
Department of National Health and Welfare
Room 2110, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0K9
Telephone: (613) 990-7669

or

Staff Functions and Administration

Access to Information Co-ordinator
c/o The Office of the Director
Access to Information
Department of National Health and Welfare
Room 2110, Jeanne Mance Building
Ottawa, Ontario
K1A 0K9
Telephone: (613) 990-7669

Health Protection Branch

Access to Information Co-ordinator
c/o The Office of the Assistant Deputy Minister
Health Protection Branch
Department of National Health and Welfare
Tunney's Pasture
Ottawa, Ontario
K1A 0L2
Telephone: (613) 995-8343

Medical Services Branch

Access to Information Co-ordinator
c/o The Office of the Assistant Deputy Minister
Medical Services Branch
Department of National Health and Welfare
19th Floor, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0L3
Telephone: (613) 995-2244

Health Services and Promotion Branch

Access to Information Co-ordinator
c/o The Office of the Assistant Deputy Minister
Health Services and Promotion Branch
Department of National Health and Welfare
Room 541, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 1B4
Telephone: (613) 996-7542

Income Security Programs Branch

Access to Information Co-ordinator
c/o The Office of the Director
Legislation Application and Appeals Division
Income Security Programs Branch
9th Floor
Place Vanier, Tower "B"
333 River Road
Ottawa, Ontario
K1A 0L1
Telephone: (613) 993-1274

Social Services Programs Branch

Access to Information Co-ordinator
c/o Office of the Director Planning
Finance and Administration Services
Social Services Programs Branch
Department of National Health and Welfare
Room 920, Brooke Claxton Building
Tunney's Pasture
Ottawa, Ontario
K1A 1B5
Telephone: (613) 992-6047

Fitness and Amateur Sport Branch

Access to Information Co-ordinator
Fitness and Amateur Sport Branch
Department of National Health and Welfare
10th Floor
365 Laurier Avenue West
Ottawa, Ontario
K1A 0X6
Telephone: (613) 996-4510

At the branch level, the Access to Information Co-ordinators make or endorse initial decisions on applications and service to the public. Branch Heads decide on the disclosure of information under their control which may be subject to exemptions prescribed in the Act or to third party notification.

At the corporate level, the Director, Access to Information, directs and oversees the implementation of departmental policies and administrative guidelines on the application of the Act throughout the Department, co-ordinates access requests and is responsible for the settlement of all complaints on issues having to do with applications and service to the public. The Deputy Minister makes final settlement of complaints or legal actions on disclosure of departmental information.

Complaints and inquiries on the administration of the Act in the Department should be addressed to the Director, Access to Information.

General Information Services

General departmental and branch information is provided by the Public Affairs Directorate through headquarters facilities in Ottawa and regional offices in Vancouver, Edmonton, Winnipeg, Toronto, Montreal and Halifax. Contact may be made in person, by telephone or by writing to the Public Affairs Directorate, Department of National Health and Welfare, at one of the following addresses:

Headquarters

5th Floor, Brooke Claxton Building
Tunney's Pasture
Ottawa, Ontario
K1A 0K9
Telephone: (613) 996-4950

Vancouver

1055 West Georgia Street
Suite 1402, P.O. Box 11166, Royal Centre
Vancouver, British Columbia
V6E 3P1
Telephone: (604) 666-2083

Edmonton

Room 205, Financial Building
10621 100th Avenue
Edmonton, Alberta
T5J 0B3
Telephone: (403) 420-2758

Winnipeg

Suite 505, Eaton Place
330 Graham Avenue
Winnipeg, Manitoba
R3C 4C8
Telephone: (204) 949-2508

Toronto

9th Floor
789 Don Mills Road
Don Mills, Ontario
M3C 1T5
Telephone: (416) 966-5536

Montreal

Tower East, 2nd Floor, Suite 206
200 Dorchester Street West
Montreal, Quebec
H2Z 1X4
Telephone: (514) 283-2306

Halifax

Income Security Branch Offices
Suite 111, Simpson's Mall
6960 Mumford Road
Halifax, Nova Scotia
B3L 4P1
Telephone: (902) 426-2038

The Public Affairs Directorate publishes a *Directory of Publications*, which is available from Headquarters or any of the departmental regional information offices (see above) and in public and university libraries.

Libraries

Departmental and branch libraries with reading area facilities are located in Tunney's Pasture, Ottawa, at the following locations:

Departmental Library,
2nd floor, Brooke Claxton Building
Telephone: (613) 996-4434

The Banting Research Centre Library
Sir Frederick G. Banting Research Centre
Telephone: (613) 593-6527

The Laboratory Centre for Disease Control Library
Laboratory Centre for Disease Control Building
Telephone: (613) 593-4710

The Environmental Health Directorate Library
Environmental Health Centre
Telephone: (613) 996-2635

The Medical Services Branch Program Aids and Resources Centre
Room 1884, Jeanne Mance Building
Telephone: (613) 995-3561

The Health Services and Promotion Branch Library
Room 500, Jeanne Mance Building
Telephone: (613) 996-4513

The Social Service Programs Branch
Social Services Division Resource Centre
Room 926, Brooke Claxton Building
Telephone: (613) 996-8941

Staff Functions

Deputy Minister

Overall responsibility for the direction and the operations of the Department rests with the Deputy Minister, who is its permanent head. The Deputy Minister and the Associate Deputy Minister are the senior advisers to the Minister of Health and Welfare Canada on all health and welfare matters and serve on the committee of Deputy Ministers advising the Minister of State for Social Development on the operation of all social development programs of the federal government.

Special Adviser, Policy Development

The Special Adviser, Policy Development, provides advice to the Deputy Minister, to senior management and to other staff members on program evaluation co-ordination, privacy co-ordination, the Status of Women, regulatory reform liaison, social policy development and access to information.

Classes of Records

Program Evaluation
HWC-10
Description: Information on the establishment and operation of the evaluation function. *Topics:* Compliance with the Office of the Comptroller General (OCG) Guidelines and the Treasury Board of Canada Secretariat (TBC) Policies; committees; evaluation seminars; departmental and branch plans; evaluation assessments and studies; methodologies; consultants; organization; and U.S. evaluations.

Privacy Co-ordination
HWC-20
Description: Files on requests for access to personal information under the *Privacy Act* and the denial of such requests. *Topics:* Information and privacy policy; correspondence; exemptions; medical records; Privacy Index; annual reports; new information banks; inventory; procedures and opinion surveys.

Status of Women
HWC-30
Description: Information on health and social issues of concern to women. *Topics:* Policies; reports; committee meetings and conferences; National Plan of Action; Departmental Implementation Plan; International Women's Decade; occupational health; maternity; family; family violence; reproductive health; employment; taxation; minority and immigrant women; rural women; women's health research; pensions; poverty; aging; disabled women; social and support services.

Regulatory Reform Liaison
HWC-40
Description: Files on correspondence with counsel for the Standing Joint Committee; internal memoranda; reports; and records of committee meetings. *Topics:* Amendments to regulations, regulatory reform, socio-economic impact analysis.

Social Policy Development
HWC-50
Description: Information on a wide range of health, welfare and social security programs and policies, containing internal memoranda, reports, articles, speeches, discussion papers, statistical tables, briefing books, minutes of meetings and policy critiques. *Topics:* Social, economic, and health policy issues; social security; social welfare and health programs; international social security agreements; research studies and proposals; the Social Security Review (1973 to 1977); Health and Welfare conferences; and Canadian and international organizations.

Access to Information
HWC-60
Description: Information on departmental policy guidelines, authority, organizational structure and processes; implementation rules and procedures; analysis of demands for information and cost implications; evaluation criteria and statistics; briefing and training materials; and definitions concerning access to information. *Topics:* Public right of access to departmental information; description and communication to the public of the information held in the Department; effective and economic service to the public with respect to access to information; departmental criteria for applying exemptions and third-party notification; analysis and review of complaints and inquiries by the Information Commissioner and the Federal Court; compliance and performance reports; reference material on access to information in the area of health and welfare in Canada and abroad.

Principal Nursing Officer

The Principal Nursing Officer advises the Deputy Minister on all matters related to nursing in the Department, as well as nationally and internationally.

Classes of Records

Nursing
HWC-70
Description: Information on co-operation and liaison with national, provincial and territorial nursing groups and development of standards of nursing practices. *Topics:* Co-operation and liaison with associations, clubs, societies, the Canadian Nurses Association, Provincial Registered Nurses Associations, committees, conferences, meetings, program areas, federal departments and agencies, universities, colleges and schools.

The Intergovernmental and International Affairs Branch

The branch has responsibility for the co-ordination, monitoring, and where required, initiation of departmental policies and strategies on international and federal-provincial-territorial issues in the health, social security and social affairs fields, where those issues affect more than one branch or require interdepartmental consultation. It is composed of three organizational units: the International Affairs Directorate, the Federal-Provincial and Interdepartmental Relations Directorate and the Management Information Directorate.

Classes of Records

International Health
HWC-80
Description: Information on international relations by country and by organization. *Topics:* United Nations Commission on Narcotic Drugs; World Health Organization (WHO) and WHO fellowships; Pan-American Health Organization; the Commonwealth; bilaterial and tripartite agreements; Advisory Committee on International Health Affairs; interdepartmental relations in the international relations field; miscellaneous committees, conferences and meetings.

International Social Affairs
HWC-90
Description: Files on international relations by country. *Topics:* United Nations General Assembly, Economic and Social Council, Commission for Social Development; International Years and Conferences; miscellaneous committees, conferences and meetings.

Non-Governmental Organizations
HWC-100
Description: Information on health and welfare organizations. *Topics:* Health organizations, such as the Canadian Medical Association and the Canadian Nurses Association; welfare organizations, such as the International Council on Social Welfare; and social affairs organizations, such as the International Social Security Association.

International Social Security Agreements
HWC-110
Description: Files on such agreements listed by country.

Federal-Provincial-Territorial and Interdepartmental Liaison
HWC-120
Description: Information on Federal-Provincial Conferences of Health Ministers, Federal-Provincial Conferences of Welfare Ministers, intergovernmental committees and co-operation and liaison with federal and provincial government departments.

Management Information
HWC-130
Description: Documentation on other countries in the fields of health, welfare and social affairs — by country; exchange of information between Canada and international organizations — by organization; personnel exchanges and visits between Canada and other countries.

Policy, Planning and Information Branch

The branch undertakes research on social policy issues, analyzes proposed initiatives in the health and welfare field and collects, collates and disseminates information on social programs and related socio-economic conditions in support of the planning and development of departmental policies and programs. In addition, the Branch provides financial assistance to the provinces in support of the development of management information systems for provincial welfare programs.

The branch is composed of two major directorates (Policy Resources Directorate and Information Systems Directorate) and a number of smaller specialist units, all reporting to the Assistant Deputy Minister for the branch.

General information on the operation of the branch and its publications is available from the departmental Public Affairs Directorate.

Manuals

- Comprehensive systems and user documentation for the ANSSIR system
- Internal systems and some user documentation for other EDP systems
- For non-EDP systems, various manuals containing information on a number of social programs

Classes of Records

Science Policy
HWC-150
Description: Information on science policy in the health and welfare field. *Topics:* Medical research, scientific activities.

Information Systems
HWC-160
Description: Information on federal and provincial social programs, particularly departmental programs and socio-economic information drawn from the Census, special surveys and other sources. *Topics:* Social security statistics, Health Program statistics, Welfare Program statistics, socio-economic conditions. Much of the information is machine readable.

EDP Systems

- ANSSIR — a comprehensive system of frequently used social security information including statistics on the Family Allowance, Old Age Security and Canada Pension Plan programs; selected

information on provincial Social Assistance programs; sample Census data; and survey data from a wide range of surveys, including the Surveys of Consumer Finances and the Family Expenditure Surveys.

In addition, the system provides a number of software packages for the retrieval and manipulation of this information by a wide range of users.

- Social Security Statistics — a system which combines information on both health and welfare programs into common data bases; a principal component of this system is a data base and associated software providing information on departmental expenditures, by constituency.
- Health Program Statistics — this system consists of a number of data bases and associated software providing information on: medical care services; physicians' fee schedules/payments; physicians' manpower; and national health expenditures.
- Welfare Program Statistics — a system consisting of a number of data bases and associated software, providing information on the Family Allowance program and the Old Age Security program.
- Survey Statistics — various survey data and associated software for the storage, retrieval and manipulation of this information; included are the Canada Health Survey, various surveys of CPP recipients and various surveys on health issues.
- Analytic Software — various software packages, such as simulation models, for the quantitative analysis of social policies/programs including MAPSIT, a modelling package which facilitates simulations of the impact of taxes/transfers on an illustrative family; SIMTAB, a modelling package which facilitates simulations of the aggregate impact of a change in taxes/transfers; PPSM, a model to simulate the aggregate impact of changes in a typical employer-sponsored pension plan.

Classes of Records

Welfare Policy
HWC-170
Description: Information on research undertaken on income and employment issues and on analysis of proposed initiatives in the welfare field. *Topics:* Income security, employment policy, pensions, economic trends, income trends.

Health and Social Services Policies
HWC-180
Description: Information on research undertaken on health and social service issues and on analyses of proposed initiatives in the health field. *Topics:* Hospital care, medical care, health regulations, health policy, social services, social trends.

National Council of Welfare

The National Council of Welfare was established by the *Government Organization Act*, 1969 as a citizens' advisory body to the Minister of National Health and Welfare. Its mandate is to advise the Minister on matters pertaining to welfare.

The Council consists of 21 members, drawn from across Canada and appointed by the Governor-in-Council. All are private citizens and serve in their personal capacities rather than as representatives of organizations or agencies.

The publications of the Council are available in English and French. For copies please write to the National Council of Welfare, Brooke Claxton Building, Tunney's Pasture, Ottawa, Ontario, K1A 0K9.

Classes of Records

Welfare
HWC-181
Description: Reports by the Council have dealt with income security, taxation, the working poor, children in poverty, single-parent families, social employment, social services, community organization, nutrition, legal aid/legal services, low-income consumers, poor people's groups and poverty coverage in the press.

National Advisory Council on Aging

The 18-member National Advisory Council on Aging is a citizens' advisory body charged with counselling the Minister of National Health and Welfare on matters relating to the quality of life of Canada's aging population. In addition to advising on programs and policies, the Council reviews needs and problems of older people and recommends remedial action; it consults with institutions and groups involved in aging or representing the aged, publishes reports, helps in information dissemination and stimulates public discussion on aging.

The publications of the Council can be obtained free of charge in both official languages by writing to: The National Advisory Council on Aging, Room 1264, Jeanne Mance Building, Tunney's Pasture, Ottawa, Ontario, K1A 0K9.

Classes of Records

Aging
HWC-182
Description: Information on subjects related to the quality of life of older Canadians in the form of policy statements, reports, writings in gerontology and quarterly newsletter.

The Government of Canada Office for the 1988 Olympic Winter Games

The Government of Canada Office for the 1988 Olympic Winter Games is responsible for co-ordinating all federal activities in support of the 1988 Olympic Winter Games and for liaison and negotiation with the key bodies associated with the organization of the Games.

Classes of Records

1988 Olympic Winter Games
HWC-183
Description: Files on parliamentary matters and intergovernmental relations with the provinces and the city of Calgary; information on former Olympic Games; correspondence with Olympic organizations; information on departmental co-ordination of services and federal financial assistance.

Of the six program branches which administer the departmental operational programs, three pertain to health programs, two to welfare programs and one to fitness and amateur sport.

Health Protection Branch

The branch was formed in 1972 through the amalgamation of the Food and Drug Directorate with the Environmental Health Directorate, the Canadian Communicable Disease Centre, the Epidemiology Division and the Nutrition Division.

The responsibility of the branch is to reduce illness and untimely deaths of Canadians associated with hazards in the environment, both man-made and natural. Specific programs protect the public from any present or potential health hazards in foods, drugs for humans and animals, cosmetics, medical devices, radiation-emitting devices and

environmental contaminants. Other programs carry out disease surveillance services, standardize laboratory methods and control psychoactive and psychotropic drugs and tobacco. There is close co-operation and assistance between the federal and provincial governments and liaison with international governments and agencies.

The Assistant Deputy Minister of the branch, supported by Management Processes and by Finance and Administration, administers five operational directorates: the Food Directorate, the Drugs Directorate, the Laboratory Centre for Disease Control, the Environmental Health Directorate and the Field Operations Directorate. Regional offices of the Field Operations Directorate are located in the Atlantic, Quebec, Ontario, Central and Western Regions.

The Health Protection Branch publishes information for the public, industry and specific groups and also warns of dangers through the media. Branch information for the public may be obtained from the Offices of the Assistant Deputy Minister and the Regional Directors, as follows:

Atlantic Region

5th Floor, Ralston Building
1557 Hollis Street
Halifax, Nova Scotia
B3J 2R7
Telephone: (902) 426-7498

Quebec Region

1001 St. Laurent Street West
Longueuil, Quebec
J4K 1C7
Telephone: (514) 283-5497

Ontario Region

2301 Midland Avenue
Scarborough, Ontario
M1P 4R7
Telephone: (416) 291-4231

Central Region

310 Federal Building
269 Main Street
Winnipeg, Manitoba
R3C 1B2
Telephone: (204) 949-3004

Western Region

6th Floor
1001 West Pender Street
Vancouver, British Columbia
V6E 2M7
Telephone: (604) 544-3359

Food Directorate

The Directorate conducts programs to ensure the safety and nutritional value of food. These include laboratory research, the development and standardization of analytical methods for use by regional laboratories and the development of standards and regulations based on the assessment of monitoring and surveillance data.

Manuals

- Dietary Standards for Canada — outlines human requirements for nutrients
- Analytical Methods for the Regulatory Analysis of Foods
- Planning Process to Be Followed in Project Development

Classes of Records

Food
HWC-190
Description: Files on the development of regulatory policy; regulatory review and reform; liaison with industry; international and domestic food standards; and processing of regulatory amendments. Also, they include records on programs relating to the nutritional quality of the food supply and to nutrition. *Topics:* Compliance, codex alimentarius, food standards, food ingredients and statistical analysis.

Chemical Safety
HWC-200
Description: Information on the development of legal standards to ensure food safety. This involves research evaluation of chemicals and food additives, as well as related factors in foods. *Topics:* Food additives, chemical contaminants, agricultural chemicals, mycotoxins, packaging materials, incidental additives and natural food components.

EDP Systems

- RISK 81 — provides various statistical information about low dose extrapolation of quantal response toxicity data.

Microbial Hazards
HWC-210
Description: Files on the microbial hazards in the food supply, including the development of a methodology to determine the type and extent of micro-organisms and extraneous matter in foods; the evaluation of the significance of contamination; the setting of standards for microbial quality of foods; and the promotion of voluntary compliance by manufacturers. *Topics:* Micro-organisms, microbial toxins, paralytic shellfish poisoning, contaminated foods, food poisoning, extraneous matter, submission and potentially hazardous foods.

Nutrition
HWC-220
Description: Information on the regulations respecting the nutritional qualities of foods, including research and evaluation; the voluntary compliance by manufacturers to standards; and the promotion of consumer selection and use of food that takes account of all nutritional considerations. *Topics:* Nutrients, nutritional quality of food, nutritional surveillance.

EDP Systems

- Nutritional Content of Menus — describes the nutritional content of seven-day menus defined by the users, with regard to the minimum acceptable intake of nutrients.
- Canadian Nutrient File — obtains and maintains current information on nutrients found in foods available in Canada.

Drugs Directorate

The Directorate is engaged in a wide spectrum of regulatory and research programs aimed at promoting the judicious use of drugs as well as providing assurance to Canadians that the drugs sold in Canada are safe and effective and that cosmetics do not pose safety hazards.

EDP Systems

- Drug Notifications (DN) — assigns Drug Identification Numbers (DIN) to drugs and maintains a record of drug notifications by manufacturer as required by regulations. Data is maintained on approximately 15,800 Canadian prescription and over-the-counter drugs.
- Drug Submissions — a common measurement on the status and throughput of Drug Submissions.

Manuals

For Manufacturers:

- Guide for the labelling of drugs for human use (1983)
- Guide for the labelling of drugs for veterinary use
- Guide to Manufacturers on Obtaining Drug Identification Numbers (DIN) and for making Drug Notifications
- Guidelines for Product Monographs — Drugs For Use in Humans (1979)
- Preclinical Toxicologic Guidelines (1981)
- General Guidelines for Preparing and Filing New Drug Submissions — Drugs for Use in Humans (1983)
- Chemistry and Manufacturing Guidelines New Drugs (1981)
- Guide for the Preparation of Plant Master Files and Imported Drug Submissions — information drug importers are required to retain about their foreign drug suppliers
- Good Manufacturing Practices for Drug Manufacturers and Importers
- Guide to Consumer Drug Advertising

For Health Professions:

- Canadian Drug Identification Code — provides information on drugs marketed in Canada
- General Guidelines for the Use of Methadone in Narcotic Addicts

For Branch Staff:

- Administrative Guidelines — interpretations of requirements under the *Food and Drugs Act* and Regulations
- Interpretations — policy guidelines related to produce and manufacturing quality

Classes of Records

Non-Prescription Drugs
HWC-230
Description: Information on applications for the registration of proprietary medicines. Also, a review of the safety, efficacy and quality of other over-the-counter drugs and their availability. *Topics:* Disinfectants, vitamins, minerals, advertising, labelling, drug identification numbers.

Human Prescription Drugs
HWC-240
Description: Files on the overall drug regulations and policy guidelines, as well as the safety, quality and control of prescription drugs, manufacturing facilities and marketing practices. *Topics:* Drug analysis, research, testing, colouring, exports and imports, distribution, quality control, vaccines, remedies, in vivo diagnostics, treatments, aids, research projects, studies, surveys, non-medical use of drugs, emergency drugs, reagents and statistical analysis.

Cosmetics
HWC-250
Description: Information on imports, exports, regulations and rulings as well as files on contamination, additives, preservatives, adverse reactions, sale and inquiries regarding product safety, availability and ingredients. *Topics:* Cosmetics, additives, preservatives, contamination and cosmetic notification.

Veterinary Drugs
HWC-260
Description: Information on the safety and effectiveness of veterinary drugs available in Canada; the cause and treatment of animal diseases; adverse reactions; drug residues in food derived from livestock; medicated feeds requests; and authorization for research, testing and treatment. *Topics:* Veterinary medicines, chemotherapy of animal disease, medication of livestock feeds, advertising and labelling.

Biological Drugs
HWC-270
Description: Information on the licensing of biological drugs. *Topics:* Licensing, testing, plant inspections, submissions and plant master files.

Narcotics, Control and Restricted Drugs
HWC-280
Description: Files on psychoactive drugs in the narcotic, controlled and restricted classifications available for medical and scientific use; drug misuse and abuse; the monitoring of distribution; and the diversion of drugs from licit to illicit channels. *Topics:* Narcotic, controlled and restricted drugs, co-operation and liaison with provincial licensing bodies and professional associations, purchase records of hospitals, licensed pharmaceutical companies, provincially registered practitioners, pharmacists, analysts and researchers, transportion and shipment, illicit use and trafficking, hospitals and penitentiaries, military medical establishments, enforcement investigating and prosecution, United Nations Narcotic Commission, legal agents, co-operating liaison with other federal and provincial departments, foreign countries, educational institutions, prescribing of narcotics and controlled drugs by foreign-registered health professionals in Canada, nurse practitioners, podiatrists and others.

EDP Systems

- Dangerous Drugs Users — contains timely and statistical information on the distribution and control of licit drugs and on the use of illicit drugs and misuse of licit drugs by members of the public.
- Quality Assurance of Drugs (QUAD) — records results of drug tests and the results of drug plant inspections.

Laboratory Centre for Disease Control

This directorate provides epidemiological, laboratory surveillance and diagnostic systems for communicable and other diseases; integrated national programs for a microbiological reference service; quality assurance systems in laboratory medicines and options for the control of nosocomial, community and laboratory-acquired infections; and develops options for the controlled use of tobacco and psychotropic drugs.

Manuals

- Bacteriology of Tuberculosis — this manual describes antibiotic sensitivity and classification of mycobacteria
- Staphylococcal Phage Typing of Staphylococcal Micro-organisms
- Viral, Rickettsial, Chlamydial, Mycoplasma Reagents — the manual describes the preparation, quality control and testing of a variety of diagnostic antigens and antisera
- Diagnostic Reference Testing of Selected Viruses
- Antibiotic Susceptibility Testing and Auxotyping Methods for Neisseria Species — a manual for the standardization of technology in Canada and for the development of international protocols to be used with reference strain kits
- Detection of Penicillinase-Producing Neisseria Gonorrheae (PPNG) — a manual for use in public and clinical laboratories in detecting PPNG
- Plasmid Biology and Recombinant DNA Methodology — a collection of current techniques for application and educational purposes in clinical, public health, research and industrial laboratories.
- Educational Video Tapes — instructional laboratory videotapes to be used in conjunction with manuals for educational purposes in public health, clinical and university laboratories, other government agencies, industry and international agencies

- Laboratory Methods for the Diagnosis of Legionnaire's Disease
- Protocols for Identification of Neisseria Species
- Laboratory Guidelines for Serotyping and Biotyping Campylobacters

Classes of Records

Tobacco
HWC-290
Description: Files on the development of control policies regarding the social use of tobacco, by working co-operatively with other federal departments, provincial departments and the tobacco industry to promote the development of legislation, practices and products to minimize the health consequences of tobacco. *Topics:* Tobacco, monitoring of use and attitudes, health effects, chemical properties, sale and legislation.

Psychoactive Drugs
HWC-300
Description: Information on the development of control polices regarding the social use of psychoactive drugs (cannabis), by working with other federal and provincial departments to develop legislation to minimize illegal use of psychotropic drugs. *Topics:* Cannabis, psychoactive drugs, monitoring of use and attitudes, health effects and legislation.

Epidemiology
HWC-310
Description: Timely, reliable, epidemiological information on disease incidence and mortality surveillance programs, including epidemiological research, development and training and infection control. *Topics:* Communicable diseases, non-communicable diseases, epidemiology, product-related diseases, disease surveillance and control, congenital anomalies, community-acquired infection, nosocomial-acquired infection and laboratory infection.

EDP Systems

- Congenital Anomalies — monitors the incidence of congenital anomalies to facilitate the detection and investigation of significant changes. Participation is voluntary; at present all provinces except Quebec are participating.
- CDSS (Chronic Disease Surveillance System) — compiles information and risk factors from various sources. Data is obtained from Statistics Canada, Energy Mines and Resources, Environmental Health Directorate (Radiation Protection) and from periodic small surveys.

Poison Control
HWC-320
Description: Files on the provision of advice to poison control centres and provincial departments of health, the collection and distribution of information on hazardous substances and the prevention and treatment of poisoning. *Topics:* Poison control, promotion, prevention and reports.

EDP Systems

- Poison Control Statistics — monitors incidences of poisonings and produces quantitative statistics. The data is a result of the voluntary participation of 200 poison control centres in major hospitals.
- Poison Control Product Information — distributes descriptions of hazardous products and plants to hospital poison control centres. Participants are manufacturers, importers and Agriculture Canada.

Suspected Drug Adverse Reactions
HWC-330
Description: Information volunteered in confidence on suspected adverse drug reactions and on alerting and surveillance programs. *Topics:* Suspected adverse drug reactions.

EDP Systems

- Adverse Reactions to Drugs — provides a monitoring and alerting system to adverse reactions to drugs, cosmetics, and the interaction of these with foods. Participation on a voluntary basis by drug dispensing centres, hospitals, other health institutions and professionals.

Medical Biochemistry
HWC-340
Description: Information on standardization in laboratory medicine, especially clinical chemistry and immunology, research in metabolic diseases and research, and monitoring of performance of clinical diagnostic methods to promote uniformity and excellence of laboratory results in laboratory medicine on a national scale. *Topics:* Metabolic diseases, quality assurance in laboratory medicine, reference definitive methods, reference standard materials, clinical chemistry, routine diagnostic methods, immunology and research.

EDP Systems

- Clinical Lab Study System — consists of inter-laboratory studies including human-based reference materials which are used to assess the accuracy and precision of various bio-chemical procedures in hospitals and private laboratories in Canada.

Microbial Diseases
HWC-350
Description: Information on diseases produced in humans in response to infections by microbial agents and the immune response. *Topics:* Enteric infections, respiratory infections, parasitic infections, fungus infections, bacterial infections, sexually transmitted diseases, antibiotic resistance, tropical diseases, viral infections, infectious disease surveillance, influenza, hepatitis, tuberculosis, arbovirus infections, and viral and bacterial antigens.

EDP Systems

- Virus Identification Program — accumulates Virus Identification Reports for periodic tabulation, onward transmission to World Health Organization, and (future) statistical analysis.
- Salmonella Identification Program — accumulates Salmonella Identification Reports for periodic tabulation, trend analysis and answering queries; participants in the program include health laboratories, hospitals and other laboratories. Participation is voluntary.

Environmental Health Directorate

The Directorate is composed of three bureaus, which collectively serve to identify, assess and reduce health hazards in the environment, in consumer products and in medical devices.

Manuals

- Radiation Protection Bureau Policy Respecting the Use of Radionuclides in Humans — ensures a uniform policy for approving physicians for an Atomic Energy Control Board Licence.

Classes of Records

Chemical Hazards
HWC-360
Description: Information on hazards associated with chemicals and microbiological agents in the workplace, the indoor and ambient environment and consumer products. *Topics:* Air, water, consumer products, industrial chemicals, pest control products and acid rain.

EDP Systems

- Pulmonary Testing System (Mobile) — determines the pulmonary and respiratory performance of selected populations and performs comparisons with accumulated national averages.

- Nationwide Evaluation of X-ray Trends (NEXT) — maintains information on diagnostic X-ray doses received by a standard patient to facilitate the design of measures to reduce X-ray exposure of Canadians and to increase the efficiency of radiological health inspection programs.

Medical Devices
HWC-370
Description: Files on the safety and effectiveness of device inventions; the development of essential performance and safety standards; and the corrective prevention or regulatory action in response to evidence of device failures. *Topics:* Device recalls and problems, performance and test data, class studies, standards, notification, media broadcast scripts, interactions with provincial departments and associations, advisory committees, coroners' inquests, regulations and international transactions.

EDP Systems

- Medical Devices Notification — maintains a record of medical device notifications by manufacturers.

Occupational Radiation Hazards
HWC-380
Description: Information on the measurement of occupational exposure of workers and control of all types of ionizing and non-ionizing radiation which may affect the health of the population of Canada. *Topics:* National Dose Registry.

EDP Systems

- Occupational Dosimetry Service — maintains information on cumulative radiation exposures for radiation workers in Canada.

Environmental Radioactivity Hazards
HWC-390
Description: Information on radioactivity emissions from nuclear reactors, population exposure to radioactive fallout and natural background radiation. *Topics:* Reactors, population exposure, uranium mining, uranium refining, environment and radioactive waste storage.

Consumer and Clinical Radiation Hazards
HWC-400
Description: Files on the assessment of radioisotope licences, testing and evaluation of X-ray devices, consumer products, inspections, assessment and compliance of radiopharmaceuticals, occupational exposure and surveys. *Topics:* Radioisotopes, licences, X-rays, non-ionizing radiation, radiation medicine, radiopharmaceuticals and applications for the use of radionuclides in humans.

Field Operations Directorate

The Directorate acts as the inspection and enforcement arm of the branch in order to reduce health hazards in marketed products and provides other government agencies with technical assistance.

Manuals

- Inspection Procedures for Food Plant Inspectors
- Food, Drug, Cosmetic and Medical Device Projects to Be Conducted During Program Year — project specifications
- Laboratory Quality Assurance Standards
- Index of Operational Decisions Reference Drug Projects
- Guidelines and Instructions on Procedures to Be Followed in Educational Services
- Planning Process to Be Followed in Project Development
- Standard Operating Procedures For Those Involved With Drug Analysis (Quebec Region)
- Procedures for Conducting Compliance Activities (Atlantic and Ontario Regions)
- Procedures to be Followed by Inspectors and Inspection Administrative Staff (Central Region)
- Training Manual — Inspectors Entrance Level
- Field Operations Directorate Operational Policy Directives
- Code of Practice — General Principles of Food Hygiene for Use by the Food Industry in Canada
- Product Recall Procedures
- Field Operations Directorate Information Booklet

Classes of Records

Field Activities - Food, Drugs, Cosmetics and Devices
HWC-410
Description: Files on co-operation and liaison with federal-provincial and foreign agencies; inspection, analysis and enforcement programs; consumer education; and grants and contracts. *Topics:* Consumer product complaints, plant inspection, analysis, sampling, imports and exports, educational activities, surveys and compliance promotion.

EDP Systems

- Food and Drug Sample Reporting (SRS) — maintains information on drug and food samples collected and analyzed in support of the food and drug inspection program.
- Food Plant Inspection Reporting System — contains data compiled from inspections.
- Consumers Product Complaint Reporting System
- Manufacturers Table — compiles basic information on food (and eventually drug) manufacturers.

Medical Services Branch

This branch was formed in 1962 from formerly independent services within the Department: Indian Health, Quarantine, Sick Mariners and Immigration Services, Civil Aviation Medicine and Public Service Health.

The objective of the branch is to promote, improve and preserve the health of Canadian citizens whose care, by legislation or custom, is the responsibility of the Department. These clients include the Indians and Inuit, all residents of the Yukon and Northwest Territories, federal public servants, immigrants and temporary residents, international travellers, civil aviation personnel, the physically handicapped and disaster victims.

The Assistant Deputy Minister of Medical Services directs a branch organized on a regional basis, with headquarters in Ottawa. The headquarters organization consists of two major Directorates: Operations and Policy, Planning and Evaluation, as well as Financial, Administrative and Personnel units. Medical Services has ten regional directorates: Atlantic, Quebec, Ontario, Manitoba, Saskatchewan, Alberta, Pacific, Yukon Territory, Northwest Territories, and Overseas. Within the regions there are approximately 22 zone offices and 450 access points. The branch is divided into Native Health Services, comprising Indian and Northern Health Services, and Health Advisory Services, comprising the Immigration Medical Service, the Quarantine and Regulatory Service, Public Service Health, Civil Aviation Medicine, Emergency Services and Prosthetic Services.

General information on the operation and programs of the Medical Services Branch is available from the departmental Public Affairs Directorate, Branch Headquarters in Ottawa and the Regional Directorates at the following addresses:

Atlantic Region

Room 439
4th Floor, Ralston Building
1557 Hollis Street
Halifax, Nova Scotia
B3J 1V6
Telephone: (902) 426-7392

Quebec Region

Guy Favreau Complex
200 Dorchester Blvd.
Suite 202, 2nd Floor
Montreal, Quebec
H2Z 1X4
Telephone: (514) 283-2463

Ontario Region

Union Electric Building
370 Catherine Street
Ottawa, Ontario
K1A 0L3
Telephone: (613) 995-6361

Manitoba Region

303 Main Street
Winnipeg, Manitoba
R3C 0H4
Telephone: (204) 949-4171

Saskachewan Region

1855 Smith Street
Regina, Saskatchewan
S4P 2Z1
Telephone: (306) 359-5416

Alberta Region

401 Toronto Dominion Tower
Edmonton, Alberta
J5J 2Z1
Telephone: (403) 420-2703

Pacific Region

4th Floor
814 Richards Street
Vancouver, British Columbia
V6B 3A9
Telephone: (604) 666-3173

Northwest Territories Region

Bay 7777
Yellowknife, Northwest Territories
X1A 2R3
Telephone: (403) 873-7049

Yukon Region

Yukon Manor
2 Hospital Road
Whitehorse, Yukon Territory
Y1A 3H7
Telephone: (403) 667-6321

Overseas and National Capital Region

301 Elgin Street
Ottawa, Ontario
K1A 0L3
Telephone: (613) 996-7550

Manuals

- Contracts Computer System User's Guide
- Branch Directives — policy and procedures on various branch-related subjects
- General Directives — establishes regional policies (Quebec Region)
- Procedures Manual — establishes procedures for certain jobs, services or routine requests (Quebec Region)
- Directives to help personnel meet operational requirements such as glasses, dental, fuel and container reports (Quebec Region)
- Resources Catalogue — provides documentation and audio visual material (Quebec Region)
- Explanation of Modes of Payment (Quebec Region)
- Clinical Guidelines for Medical Services Personnel
- Foreign Service Directives
- Medical Officers' Handbook (Immigration Medical Services)
- Occupational Health Nurses Overseas and National Capital Region
- Physicians' Guide
- Program Guidelines — assists all personnel to interpret directives and guidelines issued by Treasury Board, Departmental, Central and Branch Headquarters; and gives guidance where no guidelines are available through the above sources (Ontario Region)
- Ontario Region Directives
- Regional Interim Directives Manual (Manitoba Region)
- South Zone Field Administrative Manual — outlines directives on operational requirements such as glasses, dental, fuel and container reports (Manitoba Region)

Native Health Services Operations

The responsibilities of the directorate include the provision of community health services, hospital and dental services, a National Native Alcohol Abuse Program, an Indian Involvement Program and an Environmental Health and Surveillance Program.

Manuals

- Community Health Representatives (CHR) Program — outlines training of new CHRs
- Clinical Guidelines for Medical Services Personnel — a treatment manual for nurses
- Patient Care in Flight — a treatment manual related to air evacuation procedures
- Native Alcohol Abuse Program (Manitoba Region)
- Community Health Nursing — a reference and guideline for all public health programs (Saskatchewan Region)
- Tuberculosis Manual — a reference and guideline to detect T.B., referral, treatment and follow-up care
- Regional Tuberculosis Manual (Saskatchewan Region)
- Drug Distribution Program Manual — describes regulations and procedures on the ordering of drugs
- School Health Curriculum — a reference and guideline for health teaching modules for every school month and vacation time
- Nursing Manual — a reference book for Indian Health Nurses (Atlantic, Manitoba and Saskatchewan Regions)
- Guide to Health Education Publications

Classes of Records

Indian and Northern Health Services
HWC-420
Description: Information on operations, policy, planning and evaluation of health programs and services provided to or arranged for Indians, Inuit and northern residents. *Topics:* Community health services, including treatment and public health activities; alcohol and

drug abuse programs; dental services; hospital services; environmental health and surveillance; native involvement; and administration.

EDP Systems

- Community Health Nursing — reports monthly summaries of Community Health Nursing activities. Covers topics such as pre- and post-natal care, family planning, infant and pre-school health and medical examinations (all regions except the Yukon and Northwest Territories).
- Dental — captures, processes and presents data on dental services provided by dentists or therapists (systems in Pacific Region, Edmonton and Ottawa only).
- Tuberculosis — provides information for controlling T.B. treatment (Pacific Region).
- Chronic Disease — provides information for controlling chronic disease treatments (Pacific, Saskatchewan, Manitoba and Atlantic Regions).
- Birth — reports place and date of birth, birth weight, mother's age, marital status, residence, details of pregnancy and ethnic origin; data obtained from birth certificate (Pacific, Manitoba, and Atlantic Regions).
- Death — reports age, sex, residence and medical diagnosis of deceased. Data is obtained from death certificates (Pacific, Manitoba and Atlantic Regions).
- Immunization — records immunization of children and adults for various diseases. Produces monthly reports (Pacific Region).
- Community Profile — provides management with complete information about health service and other related data, by community.
- Environmental Contaminants Program — records results of test for mercury and other contaminants in an individual; reports by region, level of contamination, age and sex.
- Indian Master Identification — holds a master file of all Indians on and off the reserve, by region.
- Inventory Control — provides capital assets inventory information (all regions except Saskatchewan and Yukon).
- Address Labels — provides a label writing facility for various distributions, including suppliers, special questionnaires and internal mail (all regions except Ontario, the Yukon and Northwest Territories).
- Audio Visual — a charging system used to control and plan for the effective distribution and recovery of audio visual materials used in support of educational, promotional and informative programs.
- Contracts and Contributions — a system to record and monitor expenses incurred which directly relate to the provision of medical services in the community (Ontario Region).

Health Advisory Services

The Health Advisory Services comprise centralized health-care services in civil aviation medicine, emergency services, prosthetic services and specified advice in the fields of public service health, quarantine and regulatory and immigration medical services to this department and other federal government departments and agencies.

Manuals

- Environmental Health Officer's Manual — a guide for health officer investigation of working conditions within the Public Service of Canada
- Physician's Guide — assists medical officers in the field
- Physicians' Guide, Medical Examinations
- Prosthetic Services Operations
- Medical Officer's Handbook
- Immigration Standards
- Nursing Manual
- Occupational Health Nurses (Overseas Region)
- Casualty Simulation
- Disaster Medical Care
- Disaster Nursing in the Student Nurse Curricula
- Emergency Blood Services
- Emergency War Surgery (NATO)
- Environmental Health in Disaster
- Hospital Emergency Planning Manual
- Advanced Treatment Centre
- Blood Donor Pack
- Blood Shadow Depot
- Casualty Collecting Unit
- 50-60 Bed Emergency Hospital
- Hospital Disaster Supplies
- Emergency Public Health Laboratory
- Management of Emergency Delivery
- Management of Human Behaviour in Disaster
- Advanced Treatment Centre
- Emergency Hospital (Operating Manuals)
- Development of Community Emergency Welfare Services
- Emergency Clothing in Operations
- Emergency Feeding Manual
- Emergency Lodging Manual
- Emergency Planning Manual for Special Care Facilities
- Institutional Feeding
- Personal Services
- Registry and Inquiry Manual
- The Welfare Centre Kit in Operations

Classes of Records

Public Service Health
HWC-430
Description: Information on occupational health programs in the public service, including environmental surveillance of workplaces, medical examinations of public servants and other persons, counselling and advisory services, the Employee Assistance Program and first aid and emergency treatment. *Topics:* Environmental surveillance: methods, requirements, reports of inspections carried out; medical examinations: pre-employment and periodic, examinations for superannuation purposes, techniques, requirements, special examinations; correspondence relating to individuals, including medical review board proceedings; counselling and advisory services - Employee Assistance Program: policies, training, techniques, conferences, first aid and emergency treatment.

Prosthetic Services
HWC-440
Description: Files on the rehabilitation of the physically handicapped by providing custom-made, medically prescribed prosthetic and orthotic appliances, orthopaedic boots and other devices. This includes fitting, production, manufacturing, purchasing, warehousing and distribution of these devices, providing consultation to the clinical teams and training of technical staff. *Topics:* Transfer of prosthetic services, individual patients (personal and medical), sales, manufacturing, fitting, warehousing and training.

Immigration Medical Services
HWC-450
Description: Information on the assessment of prospective immigrants to Canada by direct medical examinations or assessments of medical examinations to ensure compliance with the *Immigration Act* and Regulations, provision of, or arrangement for, medical and hospital care for certain groups under the provisions of the *Immigration Act* and various Orders-in-Council and provision of medical advice to Employment and Immigration Canada on all matters pertaining to the health of immigrants and certain classes of visitors to Canada. *Topics:* Co-operation and liaison, medical examination of immigrants, diseases in immigrants, passed cases, immigration medical review board and immigration medical records.

EDP Systems

- Indo-Chinese Refugees — captures and stores data about all Indo-Chinese refugees entering the country since August 1979; records medical information and the need for medical follow-up.

Quarantine Services
HWC-460
Description: Files on the monitoring of outbreaks of exotic, dangerous, communicable diseases emerging on the international scene in order to forewarn, prevent and intercept their importation into Canada; provision of information to prospective travellers on immunization requirements and prophylactic measures to conserve their health while abroad and provision of specific immunizations or arrangements for such immunizations; maintenance of a contingency plan to prevent entry into Canada, or the establishment in Canada, of dangerous exotic diseases. *Topics:* Surveillance program and diseases.

Regulatory Services
HWC-470
Description: Information on regulatory function of ensuring that organizations under federal jurisdiction, not covered by other legislation, conform to established health and sanitary standards. *Topics:* Surveillance program.

Civil Aviation Medicine
HWC-480
Description: Files on medical assessment and medical standards, air accident and incident investigation, safety promotion and research and development. *Topics:* Aviation Medicine Review Board records, electrocardiographic records (Department of Transport), Air Traffic Services medical files, aircraft accident or incident, research and development project, contentious cases and international liaison.

Emergency Services
HWC-490
Description: Files on the functions of this planning and co-ordinating body for cases of national emergency. Central capability is achieved by interdepartmental orientation and the continual updating of the national emergency health and welfare plan; co-ordination with the plans of other departments is effected through Emergency Planning Canada and the Privy Council Office; federal-provincial co-ordination and consensus are assured by the annual Federal-Provincial meeting. Ongoing training and education programs provide for implementation of changes and continuity. *Topics:* Establishment, development and maintenance of a national capability to provide essential health and social services in an emergency; establishment and maintenance of a stockpile of health and welfare supplies as part of the department's responsibility for war planning and for assistance to provincial and municipal governments; development and operation of training courses on emergency planning and survival. Programs to ensure office procedures are followed and accounting practices are maintained.

Health Services and Promotion Branch

The branch was formed in 1978 when the previous Health Programs Branch, consisting of the Health Services, Health Resources and Extramural Research Programs Directorates, was joined by the Non-Medical Use of Drugs and Nutrition Units from the Health Protection Branch, and Family Planning from the Social Service Programs Branch.

The responsibilities of the branch are to develop, promote and support measures designed to preserve and improve the health of Canadians by encouraging and assisting them to adopt a way of life that enhances their physical, mental and social well-being, and to provide leadership and co-ordination in assisting the provinces and territories to bring their health services to, and maintain them at, national standards, including the administration of federal contributions to the provinces in respect of hospital insurance, medical care and extended health and care services programs.

The Assistant Deputy Minister of the Health Services and Promotion Branch directs a Planning and Management Services Directorate, and four operational directorates: the Health Services Directorate, the Health Promotion Directorate, which maintains regional offices in the Atlantic, Quebec, Ontario, Prairie and Pacific Regions, the Health Resources Directorate, the Extramural Research Programs Directorate and the Canadian Blood Committee Secretariat.

General information on the operation and programs of the branch may be obtained from the Departmental Public Affairs Directorate, Office of the Chief, Branch Administration. As well as the "Department Directory of Publications," a *Branch Directory of Publications* is available.

Health Services Directorate

The Directorate develops and implements, in co-operation with provinces, territories and other federal departments, guidelines and standards for health care services; provides consulting services to provincial governments and other federal departments; provides financial assistance and consulting services to provinces and voluntary health organizations; and manages programs concerned with health technology, institution and professional health services, health assessment, community, mental health and family planning.

Manuals

- Guide to Family Planning Grants

Classes of Records

Health Technology
HWC-500
Description: Information on the evaluation and dissemination of appropriate information on diagnostic and therapeutic health technologies in order to improve the delivery, quality and cost-effectiveness of health services. *Topics:* Dental, breast cancer, cervical cytology, coronary artery surgery, hysterectomy, hypertension, multiphasic screening and nomenclatures.

Community Health
HWC-510
Description: Files on collaboration with the provinces in the development of programs in the community that emphasize primary prevention, early detection, secondary prevention, support services to maintain physical and social functions and primary care. *Topics:* Community Health Services, Provincial Health Centres, Commissioned Papers and the Hastings Report.

Mental Health
HWC-520
Description: Information on consulting services on the development and provision of mental health services; national resource bank of information; and assistance to the provinces. *Topics:* Psychology, suicide, mental health nursing, social work, mental diseases, hospitals, clinics, community centres, consultations with provincial governments and voluntary agencies and manuscripts (Canada's Mental Health).

Child and Adult Health
HWC-530
Description: Information on consulting services in medical and health related matters, such as medico-social matters affecting child and adult population, therapeutic abortion studies, handicapped children and infant mortality. *Topics:* Diseases, health hazards, health services, thalidomide, abortion, child health and child abuse.

Family Planning
HWC-540
Description: Information on support for the training of family planning workers; care funding for community-based family planning services; The National Family Planning Information Centre; and funding to provinces, municipalities, universities or voluntary agencies for research, services, training or demonstration purposes. *Topics:* Population, consulting services, films and scripts.

Training of Health Personnel
HWC-550
Description: Files on the development of standards for training and licensing accreditation of health personnel. *Topics:* Physician, nursing and dental personnel.

Rehabilitation
HWC-560
Description: Information on encouraging and facilitating the development of programs in the community that emphasize primary care, primary prevention, early detection and rehabilitation services, together with support services essential for the maintenance of physical and social functions. *Topics:* Diseases and anomalies, hospitals, treatment centres, rehabilitation and personnel.

Dental Health
HWC-570
Description: Information on promoting dental health through development, printing, and distribution of guidelines on dental hygiene, preventive dental service, and radiological services and the review of surveys related to oral health; reviews of provincial dental care plans; and representation of the federal government to professional associations and provincial governments. *Topics:* Demand for dental services, dental personnel, dental hygienists and fluoridation.

Clinical Nutrition
HWC-580
Description: Files on food habits of groups or individuals; nutrition-related diseases; counselling services for groups or individuals; and evaluation of community nutrition services. *Topics:* Foods, deficiency diseases, counselling.

Abortion
HWC-590
Description: Information on abortion studies, eligibility and distribution of therapeutic abortion committees in hospitals. *Topics:* Studies and reports, abortion committees in hospitals and agencies.

Health Promotion Directorate

The Directorate develops and implements programs of health information, education and health promotion programs. Programs include nutrition, smoking, drugs, alcohol, health risk assessment, women and health, child health, birth planning, school health education, immunization, the elderly, business, industry and labour, safety and built environment research.

Manuals

- Health Promotion Contributions Program Guide for Applicants — assists applicants in understanding the mandate and the administrative and financial procedures of the program

Classes of Records

Nutrition
HWC-600
Description: Information on efforts to increase awareness and promote the adoption, by the public and professionals, of nutrition practices which include eating a variety of foods from the four groups, balancing physical activity and energy intake and eating less fat, sugar and salt. *Topics:* Nutrition composition of foods, the School Lunch Program, senior adults survey, Eat Better and Feel Great.

Tobacco
HWC-610
Description: Public information programming on the benefits of non-smoking. *Topics:* Cessation methods, centres and clinics, surveys, liaison with industry and voluntary health organizations.

Alcohol Abuse
HWC-620
Description: Files on public information and community section projects promoting moderation in the use of alcoholic beverages. *Topics:* Liaison with industry, alcohol programs, the Advertising Code and Dialogue on Drinking.

Health Hazard Appraisal
HWC-630
Description: Information on measures of health and lifestyle against standards or risks and norms used by health professionals. *Topics:* Health hazard appraisals.

Research, Treatment and Development Program
HWC-640
Description: Information on contributions to voluntary, professional and provincial agencies to support scientific activities. *Topics:* Alcohol, Tobacco and Drug Resources Fund, research on drug abuse, research, treatment and development program and summer resources fund.

Health Resources Directorate

The directorate administers federal health insurance and extended health care services legislation and monitors the adherence of provincial health insurance plans and programs to the conditions included in this legislation; provides training, supply and distribution requirements of health personnel; designs, constructs and ensures the functional efficiency of health facilities. The directorate collects, plans, coordinates and analyzes national health information.

Manuals

- Guidelines for the Management of Professional Training Program
- Professional Training Program Rules for the Training of Health Personnel
- Financial Reference Manual, Hospital Insurance and Diagnostic Services Program
- Medical Care Program Financial Manual
- Health Resources Fund Procedures — outlines internal procedures for processing claims
- Health Resources Fund Manual — provides assistance in applying for contributions

Classes of Records

Health Insurance Programs
HWC-650
Description: Information on the provision of insured services by provincial plans in accordance with the provisions of the *Hospital Insurance and Diagnostic Services Act* and the *Medical Care Act*. *Topics:* Bone marrow transplants, drug programs, federal policy, health information, immunization, eligibility and coverage.

Extended Health Care Services Program
HWC-660
Description: Information on the contributions paid to each province for nursing home care, adult residential care, home care and certain ambulatory care service. *Topics:* Home care, homemaker services, nursing home care, adult residential care, ambulatory care, multi-service centres, adult day care and program profiles.

Health Manpower
HWC-670
Description: Information on the production of a report used as a basis for negotiations of fee schedules. Aggregate earnings data from Revenue Canada Taxation; specialty and community size codes added by Health and Welfare Canada. *Topics:* Physician's income system, dentist's income system, chiropractors, osteopaths, optometrists and opthalomologists, pathologists, nurse practitioners.

EDP Systems

- Physician and Dentist Income — annual reporting, by specialty, based on a grouped sample of approximately 20,000 doctors and 5,000 dentists from Revenue Canada Taxation files

Established Program Financing
HWC-680
Description: Information on contributions paid to the provinces under the *Federal-Provincial Fiscal Arrangements and Established Programs Financing Act*. *Topics:* Estimates and costs.

Health Facilities
HWC-690
Description: Information on assistance to provinces and federal departments for the planning, design, functional and operational efficiency, safety and cost economics of health facilities. *Topics:* Built environment, fire protection, interstitial space study, evaluation of hospitals and other health care facilities, construction cost indexing, cost-effectiveness of pre-fabricated buildings, cost registry reports, function-space-cost analysis, operational efficiency and costs of energy systems, energy conservation and use, hospital design, including air conditioning, architectural, electrical, mechanical, physical plants and emergency units, isolation units and special care units, life expectancy and hospital evaluation studies.

Blood and Blood Products
HWC-700
Description: Information on federal-provincial support for the National Blood System. *Topics:* Canadian Red Cross Society Blood Transfusion and Donor Recruitment Service, and the purchases of fractionation services.

Extramural Research Programs Directorate

The Directorate administers the National Health Research and Development Program (NHRDP) in support of health research, demonstration projects, symposia, workshops and conferences, and health research personnel training and development, in order to provide scientific information of the high quality needed by the department to fulfil its responsibilities.

Manuals

- Projects Guide — outlines the requirements for applicants for financial assistance under the National Health Research and Development Program
- Career Awards Guide — describes candidate requirements for these awards under the National Health Research and Development Program
- Training Awards Guide — describes the requirements for candidates who wish to apply for financial assistance to undertake research training under the National Health Research and Development Program

Classes of Records

National Health Research and Development Program (NHRDP)
HWC-710
Description: Records on grants and contributions in support of health research activities. *Topics:* Research activities supported by the NHRDP fall into the following topic categories: the health care system; environmental health; the health consequences of human behaviour; and the health status of selected populations.

Income Security Programs Branch

The Income Security Programs Branch was created in 1975 by combining the Canada Pension Plan and the Income Maintenance Branches. The latter was responsible for administering the Family Allowances and the Old Age Security Programs, including the Guaranteed Income Supplement and Spouse's Allowance.

The objective of the Income Security Programs Branch is to maintain and improve the social security of Canadians through the programs which it administers.

The Assistant Deputy Minister, Income Security Programs Branch, directs two major components: Policy, Liaison and Development and Programs Operations, each headed by a Director General; and two directorates, namely Finance and Administration, which support Branch management.

The Policy, Liaison and Development component, through three divisions (Policy, Legislation and Planning; Data Development and Analysis and Liaison) is responsible for ongoing Old Age Security, Family Allowances and Canada Pension Plan legislation review and update and related policy planning and development, as well as for data development and analysis and international and federal-provincial liaison for purposes of developing International Social Security Agreements. An additional responsibility of this component is the secretariat service provided to the Canada Pension Plan Advisory Committee, an independent advisory body appointed by an Order-in-Council for purposes of advising the Minister on various matters related to the Canada Pension Plan.

The Programs Operations component, through six divisions (Legislation Application and Appeals Division; Planning, Development and Management Support; Regional Programs Operations; Disability Division; Canada Pension Plan Claims and Benefits; International Operations) and a network of regional and district offices across Canada is responsible for the administration of the Old Age Security, Canada Pension Plan and Family Allowances Programs, the administrative aspects of programs appeals, as well as all aspects of client services.

The network of programs offices provides information and services to the public on all Income Security Programs matters. These 59 district offices and over 150 part-time local offices report through ten regional offices located in each provincial capital. The regional offices are under the jurisdiction of four Assistant Directors-General, respectively responsible for the Atlantic, Quebec, Ontario and Western areas.

The following is a brief description of the programs administered by the Income Security Programs Branch:

The Canada Pension Plan — a compulsory, contributory, social insurance program which provides members of the Canadian labour force with a basic level of protection for themselves and their families against the loss of income due to retirement, disability or death.

The Old Age Security program — provides a basic level of income for older Canadians through a basic pension which is supplemented by the income-tested Guaranteed Income Supplement for pensioners who have little or no other income as well as by an income-tested Spouse's Allowance for spouses, aged 60 to 65, of pensioners already in receipt of the Guaranteed Income Supplement.

The Family Allowances Program — supplements the income of families with dependent children in order to help meet the additional costs associated with raising children. It also provides for the payment of an allowance to welfare and government agencies and other institutions which maintain children.

Requests for access to information under the *Access to Information Act* should be addressed directly to:

Access to Information Co-Ordinator
The Office of the Director
Legislation Application and Appeals Division
Income Security Programs Branch
9th Floor
Place Vanier, Tower "B"
355 River Road
Ottawa, Ontario
K1A 0L1
Telephone: (613) 993-1274

General information on the operations and programs of the Income Security Programs Branch is available from the departmental Public Affairs Directorate, branch headquarters in Ottawa, the regional offices and the district and local offices they administer, at the following addresses:

Regional Director
Income Security Programs
310 Pleasantville
P.O. Box 9430
St. John's, Newfoundland
A1A 2Y5
Telephone: (709) 772-4560

Regional Director
Income Security Programs
P.O. Box 1238
Charlottetown, Prince Edward Island
C1A 7M9
Telephone: (902) 566-7860

Regional Director
Income Security Programs
Barrington Tower
Suite 1400 Scotia Square,
Halifax, Nova Scotia
B3J 3J4
Telephone: (902) 426-2342

Regional Director
Income Security Programs
633 Queen Street
Fredericton, New Brunswick
E3B 4Z6
Telephone: (506) 452-3306

Assistant Director General
Income Security Programs
15 Henderson Street
Quebec, Quebec
G1K 7L5
Telephone: (418) 694-3158

Assistant Director General
Income Security Programs
789 Don Mills Road
Don Mills, Ontario
M3C 1T5
Telephone: (416) 996-6022

Regional Director
Income Security Programs
330 Graham Avenue
Winnipeg, Manitoba
R3C 4C8
Telephone: (204) 949-2310

Regional Director
Income Security Programs
Dominion Government Building
1975 Scarth Street
Regina, Saskatchewan
S4P 3K4
Telephone: (306) 359-5654

Regional Director
Income Security Programs
900 Manulife House
10055 - 106th Street
Edmonton, Alberta
T5J 2Z6
Telephone: (403) 420-2670

Regional Director
Income Security Programs
1230 Government Street
Federal Building
Victoria, British Columbia
V8W 2P1
Telephone: (604) 388-3287

Manuals

- Canada Pension Plan Appeals Manual — outlines the procedures to be followed in relation to Review Committee hearings under Section 84 of the *Canada Pension Plan Act*
- Old Age Security Policy Manual — incorporates in one volume the *Old Age Security Act*, Regulations and Policy for administering the legislation
- Family Allowance Policy Manual — incorporates in one volume the *Family Allowance Act*, Regulations and Policy for administering the legislation
- Income Security Programs, Programs Operations, Operational Bulletins — contains operational policy directives for the purpose of administering legislation
- Benefit Administration Manual, Volume 1 — details legislative interpretation of the *Canada Pension Plan Act* and Regulations
- Canada Pension Plan Benefit Administration Manual, Volume 2 — contains authorities, documentation standards and conditions of eligibility for purposes of determining benefit entitlement guidelines
- Canada Pension Plan Record of Earnings and Contributions Data Handbook — describes and decodes the Contributor's Record of Earnings and Contributions Print
- Claims and Benefits Procedures, Volumes 1-3 — outlines operating procedures required for processing and maintenance of Canada Pension Plan benefit accounts

- Canada Pension Plan Benefit Procedures Manual (Systems) — describes the manner in which the system operates, outlines procedures for the completion of EDP input form for CPP benefits and describes the output products produced by the system
- District Office Manual — contains interviewing techniques, procedures to follow, documentation standards and guidelines for Canada Pension Plan, Old Age Security and Family Allowances applications
- Proof of Age Manual — contains documentation standards and provides policy guidelines for the determination of age under the Canada Pension Plan and the *Old Age Security Act*
- Canada Pension Plan Trusteeship Manual — contains the documentation standards and the procedures to follow in processing trusteeship cases
- FA and OAS Procedures Manuals (Systems) — contains detailed processing procedures for the FA and OAS computer systems which support the FA and OAS programs
- Renewal GIS and SPA Operational Guidelines — describes policy guidelines, processing procedures and the operational requirements to meet these policies for processing GIS/SPA renewal application forms
- International Operations Procedures — describes procedures to be followed for processing claims for Social Security benefits under the various international agreements; combines CPP and OAS procedures along with the unique features of International Social Security Agreements; and aids the operational staff in processing claims
- International Operations Procedures (Systems) — describes the CPP and OAS computer systems along with the unique features of International Agreements; describes in layman's terms what the programs should be doing; and aids operational staff to input information and analyse the computer output
- Canada Pension Plan Teleprocessing User Manual Operating Procedures — describes the several functions of the Client Information Control System (CICS) (terminal) and their usage
- International Operations District Office Manual — describes international social security agreements in force, and procedures to be followed by district office staff in processing applications submitted under an agreement
- Policy, Liaison and Development Manual — contains procedures to be followed in amending legislation and in bringing international social security agreements into force

Classes of Records

Income Security Programs
HWC-720
Description: Information on policy development and the operations of income security programs; the interrelationship between the Canada Pension Plan, the Quebec Pension Plan and private plans; agreements with government departments regarding the issuance and security of and inquiries concerning social insurance numbers; and the provision of information to the provinces for the administration of provincial assistance programs. *Topics:* Provincial assistance programs (agreements), international operations (agreements and arrangements), pension plans (Quebec, superannuation, other countries), social insurance numbers (agreements), beneficiary surveys, and benefit delivery systems.

Canada Pension Plan
HWC-730
Description: Information on the operations of the Canada Pension Plan; the application of policies, procedures and regulations involved in determining the eligibility for retirement; disability and survivors' benefits; the identification of coverage; and contributions by individuals. *Topics:* Federal-provincial relations, coverage and contributions (by individual, agreements with other countries, dual contributors, self-employed), Canada Pension Plan, interpretation and application, Canada Pension Plan regulations, administrative consolidation amendments, appeals, claims and benefits, disability, retirement, survivors, disability determination and individual file.

EDP Systems

- Canada Pension Plan — maintains a centralized system for maintaining records of earnings, contributions and retirement, disability, death and survivor benefits to the Canada Pension Plan.

Family Allowance
HWC-740
Description: Files on the payment of family allowance. *Topics:* Application, eligibility, payment, payees, maintenance, appeals, fraud and prosecution, taxation, child tax credit, social insurance numbers and individual file.

EDP Systems

- Family Allowance Cheque Issue — a decentralized file maintenance and cheque issue system for families with children in all provinces, and for children in institutions or agencies eligible for special allowances.
- On-line Index — an on-line retrieval system of family allowance information which is used to supply names and addresses for undelivered cheques and to locate account numbers from correspondence requiring action, when no account numbers are included by the correspondent.

Old Age Security
HWC-750
Description: Files on the payment of Old Age Security Pension (OAS), Guaranteed Income Supplement (GIS) and Spouse's Allowance (SPA). *Topics:* Amendments to Legislation (policy development), eligibility, payment (payees), Guaranteed Income Supplement, taxation, social insurance numbers, appeals, individual file, Spouse's Allowance and application (fraud and prosecution).

EDP Systems

- OAS and GIS Cheque Issue — a decentralized file maintenance and cheque issue system for pensioners in all provinces eligible for Old Age Security and corresponding Guaranteed Income Supplement and Spouse's Allowance.
- GIS and NRT Discrepancy Verification — reports income discrepancies of GIS recipients based on a comparison with Revenue Canada taxation files.

Social Service Programs Branch

The branch was formed in 1975 with the amalgamation of the Social Allowances and Services and the Developmental Programs Branches to give single direction to all social service programs.

The responsibility of the branch is the development, promotion and support of measures designed to improve the social well-being of Canadians by providing advice to and co-operating with the provinces and territories to ensure national social services standards.

The Assistant Deputy Minister of the Social Service Programs branch administers a Planning and Evaluation Directorate, a Finance and Administration Directorate, and five operational directorates: the Canada Assistance Plan, New Horizons, the Bureau on Rehabilitation, Social Service, and National Welfare Grants. The Canada Assistance Plan and the New Horizons Directorates maintain a field office in each province.

General information on the operation and programs of the Social Services branch may be obtained from the departmental Public Affairs Directorate, branch headquarters in Ottawa and the field offices of the Canada Assistance Plan. Field offices may be reached as follows:

Access to Information Officer
Canada Assistance Plan Field Office at one of the addresses listed below.

Department of Social Services
Confederation Building
St. John's, Newfoundland
A4C 5T7
Telephone: (709) 737-3606

Department of Social Services
P.O. Box 696
Halifax, Nova Scotia
B3J 2T7
Telephone: (902) 424-6763

Department of Social Services
P.O. Box 6000
Fredericton, New Brunswick
E3B 5H1
Telephone: (506) 452-3344

Ministry of Social Affairs
5th Floor
1005, Chemin Sainte-Foy
Quebec, Quebec
G1S 4N4
Telephone: (418) 643-3329

Ministry of Community of Social Services
4th Floor, Hepburn Building
Queen's Park
Toronto, Ontario
M7A 1E9
Telephone: (416) 965-5011

Department of Community Services and Corrections
270 Osborne Street North
Winnipeg, Manitoba
R3C 1V7
Telephone: (204) 944-3286

Department of Social Services
Room 920, Chateau Tower
1920 Broad Street
Regina, Saskatchewan
S4P 3V6
Telephone: (304) 565-3595

Department of Social Services and Community Health
7th Street Plaza, South Towers
10030 - 107th Street
Edmonton, Alberta
T5J 3E4
Telephone: (403) 427-7942

Health and Welfare Canada
Room 111
816 Government Street
Victoria, British Columbia
V8W 1W9
Telephone: (604) 388-3285

Ministry of Human Resources
Room 106
800 Cassiar Street
Vancouver, British Columbia
V5K 4N6
Telephone: (604) 299-9131

Manuals

- Branch Procedures Manual

Canada Assistance Plan Directorate

The Canada Assistance Plan is a shared-cost program through which Canada pays 50 per cent of the cost to provinces and municipalities of providing social assistance, welfare services of a preventive, supportive or rehabilitative nature, and work activity projects intended to improve the employability of persons who have employment difficulties. The Director General of the Plan administers four directorates: Welfare Services and Work Activity, Program Finance, Assistance and Vocational Rehabilitation Services Administration, and Field Operations.

Classes of Records

Canada Assistance Plan
HWC-760
Description: Information on the administration of the Canada Assistance Plan, Part I and Part III, *Vocational Rehabilitation of Disabled Persons Act, Blind Persons Act*, Nursing Home Care Benefits Program, Indian Welfare Agreements (Ontario), Young Offenders Program and Section 45 of the *Excise Tax Act;* shareability of provincial program initiatives; changes and provincial costs; and accountability for annual transfer payments. *Topics:* Disabled Persons Allowance, Blind Persons Allowance, grants and welfare organizations, nursing home care, young offenders, vocational rehabilitation of disabled persons, research in vocational rehabilitation, welfare services and work activity, old age assistance, unemployment assistance and remission orders.

New Horizons Directorate

The directorate enables groups of retired seniors to participate in activities designed to overcome social isolation and to benefit seniors, other Canadians and the community.

Manuals

- New Horizons Program Procedures Manual
- New Horizons Guidelines for Project Accounting

Classes of Records

New Horizons
HWC-770
Description: Files on the distribution of federal funds to groups of retired Canadians. *Topics:* Information and liaison, program development and operations.

EDP Systems

- New Horizons Management Reporting — maintains basic data on New Horizons projects to facilitate their control; retrieves project information in response to ad hoc queries.

Bureau on Rehabilitation

The bureau was established to co-ordinate the departmental initiatives with respect to the disabled, with special attention being given to the XIIth World Congress on International Rehabilitation in Winnipeg in 1980 and the United Nations International Year of the Disabled. The bureau also provides information services to the disabled.

Classes of Records

Rehabilitation
HWC-780
Description: Information on the rehabilitation of handicapped persons. *Topics:* Transportation for the handicapped, access to federal buildings, and disabled in Canada.

Social Services Directorate

The directorate provides consultation and information services and undertakes policy development activities to enhance the development of social services in Canada.

Classes of Records

Social Services
HWC-790
Description: Information on consultation and information services, policy development activities in the areas of children and youth services, day care, divorce counselling, social services delivery, rehabilitation and related services, community services and aging, international and interprovincial adoptions. *Topics:* Day care, child welfare and youth services, adoption desk, family services and divorce counselling, voluntary action and community services, policy development and program information.

EDP Systems

- Adoption Desk — matches prospective parents and children available for adoption who were not successfully placed through provincial systems.

National Welfare Grants Directorate

The role of the directorate is to promote improvements in welfare services and self-help activities by providing financial assistance, consultation, information and advice to governmental and non-governmental welfare agencies (including citizen organizations) for short-term research, demonstration and other project activities, and to individuals for advanced studies in social work.

Manuals

- National Welfare Grants Reference Manual

Classes of Records

Welfare Grants
HWC-800
Description: Information on the funding of professorships, fellowships and research projects. *Topics:* Visiting Professorship Plan, national welfare fellowships, welfare research fellowships, welfare research projects and the Welfare Research Advisory Committee.

Fitness and Amateur Sport Branch

Fitness and Amateur Sport was established by an Act of Parliament in 1961. Under the terms of the Act, its purpose is to promote, encourage and develop fitness and amateur sport in Canada. Fitness and Amateur Sport pursues these purposes through the activities of its two program areas, Fitness Canada and Sport Canada. Both fulfil their functions primarily through the provision of financial contributions and consultative assistance to national sport and recreation organizations and agencies.

Classes of Records

Sport Canada
HWC-810
Description: Information on financial and technical support and services to national agencies and individuals to encourage, promote and develop activities directed toward the pursuit of excellence in amateur sport. *Topics:* National Sports and Recreation Centre; Sports Pool Program; provincial-federal and international liaison; national and professional organizations; consulting firms; local and regional liaison; provincial sports associations; provincial grants; educational grants; Hockey Canada; Game Plan Athlete Assistance Program; special projects; Sport Exhibition Program; halls of fame; Women's Program; Conseil Permanent de la Médecine Sportive des Pays d'expression française; the Olympics; application to host the Games; hosting of Olympic Games; Sport Canada's participation in the Olympics; Montreal 1976; intensive care of athletes; 1976 development planning policy, Olympic facilities; committees; Canadian Olympic Association; Olympic alternative; Canada Games; Interprovincial Games; provincial games; Pan-American Games; World Student Games; Maccabiah Games; Hapoel Games; Indianapolis-Scarborough Peace Games; Festival International de la Jeunesse Francophone; Commonwealth Games; Arctic Winter Games; sports associations; umbrella associations; Sports Program — records on the various sports; promotion and communications; liaison; information; information projects; sports publications and reports; advertising; media relations; special projects; games and meets; speeches and messages; Terry Fox Humanitarian Award Program; facilities: national training facilities, artificial turf, domes and air support structures.

Fitness Canada
HWC-820
Description: Information on financial and technical support and services to national organizations and individuals to raise the fitness level of Canadians through increased participation in physical activity, thus encouraging a healthy lifestyle. *Topics:* Provincial liaison, federal liaison, international liaison, professional organizations; consulting firms, Fitness Canada; education institutes; local and regional liaison; grants-in-aid, national organizations, provincial agencies, local agencies, provincial grants, education institutes grants; Participaction; education institute research; research contributions; special projects; creative play, professional development practicum; handicapped people: provincial liaison, special projects, professional organizations; Federal Labour Intensive Projects; Employee Fitness programs; provincial liaison; fitness testing equipment; educational institutes; international liaison; fitness workshops for physicians; home fitness test; requests for fit-kit; requests for fitness publications; general requests for fitness publications; nutrition programs organizations; fitness research; Canada Fitness Survey; Phacts project; sport for leisure; Indians, Inuit and Métis; public relations — printed material; periodicals received; sport and recreation safety; facilities — requests for fitness trails, hiking trails, bikeways; National Advisory Council on Fitness and Amateur Sport; research, planning and evaluation; evaluation: system, special projects, control agencies' studies; research contribution program, special projects; planning, project and systems designs; National Study on Supply of Sport and Recreation Facilities, Phase I and III; Canada Fitness Award.

General information on the operation and programs of the Fitness and Amateur Sport Branch may be obtained from the departmental Public Affairs Directorate and branch headquarters in Ottawa.

Administration

The administrative area of the Department of National Health and Welfare comprises the Corporate Management Branch, the Personnel Administration Branch, the Internal Audit Directorate and the Public Affairs Directorate. Descriptions of the classes of records and topics pertaining to the administrative area of the department are reported in the Access Register under the standard Classes of Records.

The Corporate Management Branch

The branch is accountable for the executive direction, development and implementation of departmental management systems including financial and operational planning and control; it also acts as a link between the department and central federal agencies and assists all branches in tasks such as budgeting and information distribution. The Corporate Management branch is directed by an Assistant Deputy Minister who heads three Directorates: Corporate Planning and Management Practices, Financial Administration, and Administrative Services.

The Corporate Planning and Management Practices Directorate is responsible for the departmental management framework, with particular emphasis on long-range planning. The Financial Administration Directorate provides direction, planning, policy development, advisory and administration support services to the department. The Administrative Services Directorate is responsible for departmental administrative policies, systems and procedures, for providing certain administrative services to all branches, and all administrative services to certain smaller branches, and for representing the department on administrative issues to central government agencies and private enterprise.

The Personnel Administration Branch

The responsibilities of the Personnel Administration Branch are the determination, acquisition, development and compensation of the human resources of the department.

The branch is headed by the Director General, Personnel Administration Branch, and comprises six bureaus: Staff Relations and Compensation; Classification and Organization; Staffing Management; Policy Training and Employee Programs; Official Languages; and Management Services. Of ten area personnel units, four are located in the National Capital Region and six in the Atlantic, Quebec, Ontario, Prairie, Alberta and Pacific Regions.

The Internal Audit Directorate

The Internal Audit Directorate provides the Deputy Minister and senior managers with an assessment of the department's operations and the integrity with which public funds are acquired and expended. The directorate is divided into a Management and Support component and an Audit Operations component. Management and Support provides a management framework and support services, while Audit Operations performs the auditing function as a contribution to improved management and operations.

Public Affairs Directorate

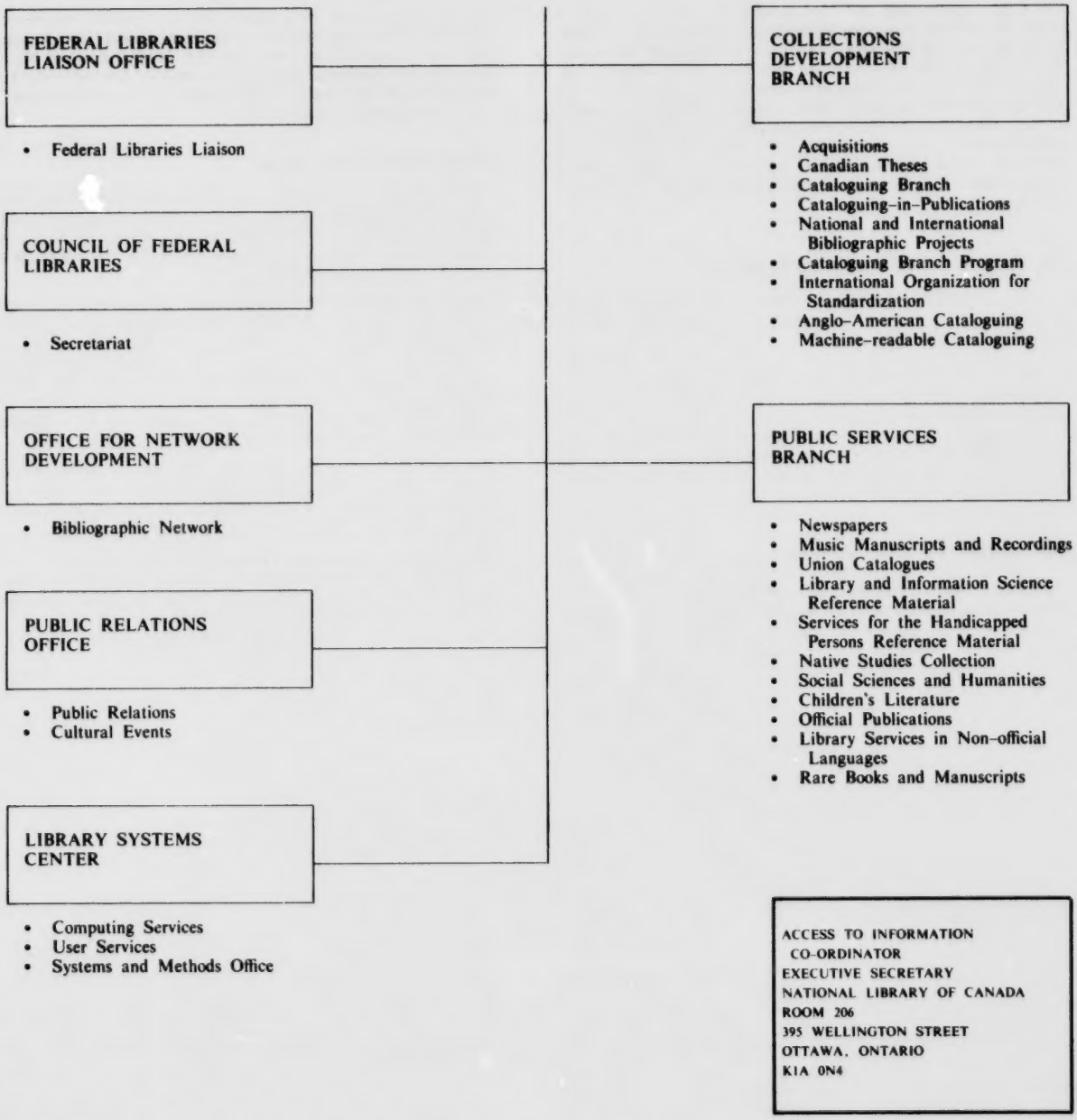
The directorate is responsible for public awareness of the department's objectives and programs, for the proper use of communications resources, and for advice and services on communications matters. The Director of Public Affairs heads a Creative Services division and a Media and Promotion division.

The Creative Services division provides technical and professional advice and production services to branches in the fields of editing, publishing, audio-visual and advertising, and in the planning and implementation of corporate public affairs programs. The Media and Promotion division provides similar advice and support to branches in the fields of media relations, special events, public inquiries (including public affairs support in the regions); it also assists in the planning and implementation of corporate public affairs programs.

Service is provided to the public through headquarters facilities in Ottawa as well as five regional offices in Vancouver, Edmonton, Toronto, Montreal and Halifax. Contact with these offices is usually made by telephone, written inquiries or through personal visits.

General information on the operation and programs of the Corporate Management Branch, the Personnel Administration Branch and the Internal Audit and Public Affairs Directorates should be addressed to the departmental Public Affairs Directorate.

National Library of Canada



ACCESS TO INFORMATION
CO-ORDINATOR
EXECUTIVE SECRETARY
NATIONAL LIBRARY OF CANADA
ROOM 206
395 WELLINGTON STREET
OTTAWA, ONTARIO
K1A 0N4

Background

The National Library of Canada is a branch of government that has the rank of a department and that reports to Parliament through the Minister of Communications. Located in the national capital, it has a mandate to ensure that the written heritage of the Canadian people is preserved and to make it easier for everyone to share the resources of the country's libraries.

The National Librarian, who has the status of a deputy head, manages and directs the department. She has authority to enter into agreements with libraries and educational associations in and outside Canada. She also represents the National Library and Canada at international and national conferences and other gatherings.

The Associate National Librarian assists the National Librarian in the management and direction of the National Library and represents her in her absence. The Associate directs the four operational branches; oversees the Library's budget and person-year allocations on behalf of the National Librarian; and represents Canada at national and international conferences. The position has the rank of Assistant Deputy Head.

Laws and Regulations

The National Library operates under the *National Library Act* (1969) and its amendments and enforces the Legal Deposit Regulations (1969).

Overall Responsibilities

To fulfil its responsibilities the Library collects and promotes the Canadian literary heritage in its broadest sense. This includes listing the nation's publications to facilitate their retrieval, availability, and use; providing reference, information and referral services to support similar services provided by other Canadian libraries, with special emphasis on Canadian subjects; making known the nation's total library resources by co-ordinating and participating in national and international programs for identifying and making publications available on interlibrary loan. As part of this responsibility, the Library provides locations and lending services, which are supported by the maintenance of national union catalogues, the publication of union lists and inventories of research collections; and connects with sources in Canada and abroad. The Library also provides location and reference services on material produced for handicapped persons.

All these services are supported by the National Library's extensive collection of books, periodicals, newspapers, government documents, and other publications, as well as sound recordings and other non-book materials. The Library specializes in the social sciences and humanities, but its collection of Canadian materials covers all subjects. Current Canadian publications are acquired under the Legal Deposit Regulations of the *National Library Act*, which require every publisher to send two copies of most publications to the National Library, which in turn helps other libraries catalogue and classify their collections by providing them with current and retrospective bibliographic data in a variety of formats.

Data for Canadian publications is created by the Library and published in the national bibliography, *Canadiana*. Data for foreign publications is provided through exchanges of machine-readable records with other national libraries. This service results in significant savings of time and money for libraries and promotes standardization of bibliographic data.

Advised by the National Library Advisory Board and other specialized committees, the National Librarian and the staff also participate in and promote planning for library and information services in Canada, and participate in international planning for such services.

One of the National Library's top priorities is the development of a co-operative, nation-wide decentralized library and information network with international connections, using existing as well as emerging information and telecommunications technology. This task involves research, co-operative pilot projects, and the development of standards and policies.

Publications

Through its publishing program, the Library assists in individual research, particularly in Canadian studies, and also helps other libraries in the provision of services to their clients. In addition to *Canadiana*, the national bibliography, Library publications include specialized bibliographies, indexes and checklists, technical manuals, reports of surveys, directories and union lists, Canadian academic theses in microfiche format (in original language only), catalogues of National Library exhibits, and brochures describing National Library services.

Requests for National Library publications should be addressed to

Publications Section
Public Relations Office
National Library of Canada
395 Wellington Street
Ottawa, Ontario
K1A 0N4
Telephone: (613) 996-6128

General Information

Requests for information about services of the National Library should be addressed directly to a specific branch or service or to a librarian at any public, academic, government, or special library in Canada. Researchers may use the Library's services at

395 Wellington Street
Ottawa, Ontario
K1A 0N4
Telephone: (613) 995-9481

Tours

Requests for information about tours of the National Library or about its exhibitions and cultural events should be addressed to

Cultural Events Office
National Library of Canada
395 Wellington Street
Ottawa, Ontario
K1A 0N4
Telephone: (613) 593-6618

Access Procedures

Requests under the *Access to Information Act* for access to the National Library files should be addressed to

Access to Information Co-ordinator
Executive Secretary
National Library of Canada
395 Wellington Street, Room 206
Ottawa, Ontario
K1A 0N4
Telephone: (613) 995-3904

Federal Libraries Liaison Office

The Office serves as the main communication link between the National Library and other federal libraries. It gives the many federal department, branch and agency libraries across Canada a continuing contact with the National Library on administrative, operational and planning matters, and promotes joint projects among libraries of the federal government. It also serves as the permanent secretariat of the

Council of Federal Libraries, which advises the National Librarian on library services in the federal government.

Manuals

- 1974 Government Library Survey Recommendations
- Council of Federal Libraries By-laws and Decisions

Classes of Records

Federal Libraries Liaison

NLC-10

Description: Information on the promotion of co-operative projects, management consulting to evaluate the effectiveness and efficiency of library services, promotion of standards for library methods and procedures, and development of integrated federal government library services. *Topics:* Federal library studies; surveys; co-operative projects for the organization of federal libraries; operational problems; indexing systems; cataloguing practices; automation; collections; personnel strength; fees for library services; bulk purchasing; network planning and developments; Federal Libraries Liaison Office publications; and library delivery service.

Council of Federal Libraries Secretariat

NLC-20

Description: Information on meetings, workshops, projects, publications of the Council of Federal Libraries and its action committees and working groups, and other activities related to its function of assisting the National Librarian in co-ordinating federal library services. *Topics:* Meetings – Council, Steering Committee, action committees and working groups; workshops – copyright, fees for services, automation; elections of Steering Committee members; publishing plans and publications – information series packages, liaison newsletters, annual reports.

Office for Network Development

The function of this Office is to co-ordinate and facilitate the design, development, and implementation of a decentralized nation-wide library and information network. It participates in advisory task groups on standards and new technology and conducts research on policy issues related to network planning and development. It also conducts pilot projects to test bibliographic network applications in an open-systems environment.

Classes of Records

Bibliographic Network

NLC-30

Description: Information on research being conducted on new communications technology, development of standard protocols for bibliographic applications; also related advisory groups, committees, library networks. *Topics:* Computer and communications protocols (national and international); computerized library networks; nation-wide library and information network. *Retrievability:* Files arranged by project.

Public Relations Office

This Office assists the National Library's staff by advising on communications plans and policies and publicizing the Library's services and activities through a publications program; mounting information displays; advising on media relations; co-ordinating an advertising program; and performing other public relations and information duties.

Classes of Records

Public Relations

NLC-40

Description: Information on publications and information displays. *Topics:* Production steps for publications and information displays – procurement requests, contracts for advertising, printing, requisitions and correspondence on particular projects in these and other areas of the division's work. *Retrievability:* Files arranged by publication and information display.

Cultural Events Office

This Office co-ordinates and implements a program of cultural events to reinforce the public image of the National Library and promote a better understanding of Canada's cultural heritage. It administers cultural exhibitions in Canada and abroad to make known the National Library collections to the public; conducts visits to the various branches of the National Library; organizes concerts, lectures and film screenings that are in keeping with the objectives of the National Library; and co-ordinates the National Library's participation in international conferences, in particular, hospitality and special events.

Classes of Records

Cultural Events

NLC-50

Description: Information on cultural events such as exhibitions, concerts, film screenings and tours. *Topics:* Production steps – planning, implementation, costs.

Collections Development Branch

This Branch is responsible for receiving and registering, under the Book Deposit Regulations of the *National Library Act*, publications issued in Canada as well as acquiring books about Canada or by Canadians published abroad. It is also involved in procuring non-Canadian library materials in the social sciences and humanities for the National Library by purchase and exchange. Surplus library materials are collected and exchanged through the Canadian Book Exchange Centre in Ottawa. The branch provides International Standard Book Numbers (ISBN) to publishers in Canada and offers the Canadian Theses Microfiche Service. At the request of any Canadian university, the Canadian Theses on Microfiche Service publishes on microfiche any or all postgraduate theses accepted by that university and sells copies in microform. The branch is also responsible for surveying library resources in Canada and promoting their improvement.

Manuals

- Canadian Acquisitions Division — contains instructions for staff engaged in acquiring library materials
- Canadian International Book Numbering Agency — provides instructions for staff issuing International Standard Book Numbers to Canadian publishers
- Ordering — contains instructions for staff engaged in the selection and acquisition by purchase of library materials
- Bibliographic Searching — lists instructions for staff engaged in the selection and acquisition by purchase of library materials
- Serials Control Unit — outlines instructions for the funding of serial holdings in the National Library collection
- National Library In-house Serial Editor's Guide — instructions for the entering of information of the serial holdings of the National Library in the on-line data base
- Canadian Theses on Microfiche Service

Classes of Records

Acquisitions
NLC-60
Description: Information on the acquisition of Canadian and non-Canadian library material by the National Library; also surplus library materials made available for distribution to Canadian libraries through the Canadian Book Exchange Centre. *Topics:* Compliance with the *National Library Act;* assignment of International Standard Book Numbers (ISBN); government publishers; government documents published; Canadian authors; gifts and deposits of library materials; purchase of library materials – order requests and orders received; bookbinding services.

Canadian Theses
NLC-70
Description: Information on the National Library service of micropublishing theses accepted at Canadian universities. *Topics:* Acquisition of theses; filing; sales. *Retrievability:* Files arranged by author.

Cataloguing Branch

This branch compiles and publishes the current and retrospective versions of the national bibliography, *Canadiana,* as well as a bilingual list of headings for corporate and personal authors' names used in the bibliography; publishes a list of Canadian subject headings in English and co-publishes a list of subject headings in French; coordinates the Canadian Cataloguing-in-Publication Program; compiles and publishes a bibliography of Canadian theses; distributes machine-readable cataloguing records for Canadian and foreign publications; assigns International Standard Serial Numbers to Canadian serial publications; contributes to the development of national and international cataloguing standards; contributes cataloguing records for Canadian serials to CONSER, a machine-readable data base of serial records; publishes CONSER Microfiche, a bibliography of serials; and catalogues material for the National Library's collection.

Manuals

- Canadian Cataloguing-in-Publication (CIP) Manual for Agent Libraries — contains instructions for CIP agent libraries on preparing a CIP entry and processing requests for CIP from publishers.
- UNISIST: International Serials Data System (ISDS) Manual — contains policies and procedures for processing serial publications for inclusion in the international register of serials.
- National Library Cataloguing Manual — contains guidelines on the level of treatment of material selected for *Canadiana,* describing the amount and type of information to be included in catalogue entries for different types of documents; priorities for the processing of material selected for *Canadiana;* policies on the content and form of a catalogue entry.
- Guide de la section française de l'analyse documentaire — contains policies and procedures for analyzing and describing the subject content of a document
- Guide to the Work of National Library Collection Unit — contains instructions on processing material for inclusion in the National Library's collection.
- Serials Section Manual — provides instructions on cataloguing serials
- Government Documents Section Manual — contains instructions for cataloguing federal and provincial publications
- Des collections et des RCAA, II (dossier – Section des monographies françaises) — contains guidelines for cataloguing documents published in series, according to Anglo-American Cataloguing Rules, second edition (AACR II)
- L'art de bien cataloguer (Section des monographies françaises) — provides instructions for cataloguing monographs published in French
- Catalogue descriptif — bilinguisme (dossier – Section des monographies françaises) — provides instructions for cataloguing bilingual publications

Classes of Records

Cataloguing-in-Publication
NLC-80
Description: Information on the Cataloguing-in-Publication (CIP) program whereby Canadian books are catalogued prior to publication and the cataloguing information is printed in the book at the time of publication. *Topics:* CIP agent library contracts; CIP planning documents; foreign CIP programs; CIP statistics; CIP workflow studies; CIP publicity; completed CIP application forms from publishers. *Retrievability:* Application forms arranged by publisher.

National and International Bibliographic Projects
NLC-90
Description: Information on Cataloguing Branch participation in national and international co-operative projects designed to foster the sharing of bibliographic information within and among nations. *Topics:* ABACUS (Association of National Bibliographic Agencies of Britain, Australia, Canada and the United States); Canadian Institute for Historical Microreproductions; iNet (bibliographic network); DOBIS (bibliographic data base); co-operative projects for name and subject authorities; Anglo-American Cataloguing Rules; International Federation of Library Associations and Institutions (IFLA); CONSER (CONversion of SERials) project; International Serials Data System; Universal Bibliographic Control (UBC).

Cataloguing Branch Programs
NLC-100
Description: Information on the National Library's cataloguing operations. *Topics:* Cataloguing Branch policies; workflow studies; National Library Catalogue Study Project; Processing Time Analysis System; Performance Measurement System; Pre-1950 Bio-bibliographical File (information on some pre-1950 Canadian authors and titles). *Note:* Statistical records related to the Processing Time Analysis System and Performance Measurement System are in machine-readable form.

International Organization for Standardization (ISO)
NLC-110
Description: Information on the work of various committees and subcommittees of the International Organization for Standardization on bibliographic and related standards. *Topics:* Technical Committees and Working Groups concerned with Standards for the documentation, terminology and bibliographic description (ISO/INFCO WG; ISO/TC46; ISO/TC46/SC1 etc.) *Retrievability:* Files arranged by ISO committee and work item number. *Note:* Identify number of ISO committee.

Anglo-American Cataloguing Rules (AACR)
NLC-120
Description: Information on the development and revision of the Anglo-American Cataloguing Rules and the work of the Joint Steering Committee (JSC) for the revision of AACR. *Topics:* AACR 1st edition; AACR 2nd edition; JSC meetings *Retrievability:* AACR files arranged by edition and chapter number; JSC meetings by JSC numbering system.

Machine Readable Cataloguing (MARC)
NLC-130
Description: Information on the development of standard formats for machine-readable cataloguing information in Canada and other countries. *Topics:* Canadian MARC (CAN/MARC) format; United

Kingdom MARC (UK/MARC) format; Library of Congress MARC (LC/MARC) format, etc.

Library Systems Centre (LSC)

The Centre provides computerized systems services to the National Library, to other federal government libraries and to the developing Canadian library network. To meet this objective, the Centre operates and enhances DOBIS (Dortmunder Bibliothekssystem), an on-line library shared data base management system; and maintains National Library batch systems until they are transferred to DOBIS. These systems include the bibliographic and authority subsystems and the Machine Readable Cataloguing (MARC) Records Distribution Service (MRDS). The Centre also provides leadership in the development of automated systems that can be used widely by Canadian libraries and provides advisory or consulting services to Canadian libraries that are developing automated systems. To provide these services, the Centre is organized into the User Services area, the Computing Services area and the Systems and Methods Office.

Manuals

- System Assurance Manuals
  - — DOBIS
- Terminal Operator's Guide
- User Manuals
- Data Input Conventions

Computing Services

NLC-140

Description: Information on the design, implementation, maintenance and operation of computer-based library information systems and on the technical aspect of network planning and computer technical services – standards, evaluation and selection of systems software and hardware. *Topics:* Systems Development Project; planning; network development; DOBIS Systems Management Systems Administration; standards; batch systems management.

User Services

NLC-150

Description: Information on the analysis of LSC user needs and the development of specifications for systems to meet these needs; also the design and implementation of new computerized systems and the provision of consulting services. *Topics:* Planning systems development projects; network development; DOBIS System management standards; systems administration; user liaison; batch systems management.

Systems and Methods Office

NLC-160

Description: Information on the provision of general management services to the National Library in areas such as systems and procedures analysis, and organizational and applied operations research. *Topics:* Systems and methods projects; general administration; systems development project; network development.

Public Services Branch

This branch is responsible for providing a location and interlibrary loan service and a reference information service, both automated and manual, to libraries, researchers and the general public. Special advisory services are offered in children's literature, music and library and information science, and service for handicapped persons. The branch compiles and maintains the *Canadian Union Catalogue of Books* and the *Canadian Union Catalogue of Serials*. It also maintains the library collections, including official publications, serials, music, rare books and manuscripts, Canadian newspapers and the Canadian Indian Rights Collection. Through the Multilingual Biblioservice, library materials in the non-official languages in Canada are acquired and disseminated through Canadian public libraries. The branch maintains the secretariat for the Committee on Bibliography and Information Services for the Social Sciences and Humanities (a committee of the National Library Advisory Board).

Manuals

- Music Division Procedures
- Machine Readable Reporting to the Canadian Union Catalogue
- Library Documentation Centre Procedures Manual
- CAN-SDI Systems Manual on Canadian Selective Dissemination of Information Services — describes technical operations of the system (an automated current awareness system)
- CAN-SDI Procedures Manual — provides detailed procedures for writing user profiles for CAN-SDI centres
- Bibliography Unit Manual — contains procedures for preparing lists of books, articles, etc., on a subject
- Periodicals Unit Manual — describes the receiving, shelving, retrieving and photocopying of periodicals and the handling of microforms
- Location and Lending Services Manual — describes how to use the National Library's location and lending services
- Circulation Manual — describes processing of loans and maintenance of the National Library collection
- Canadian Official Publications
- Foreign and International Publications
- Annotations Manual — contains instructions on preparing annotations for a multilingual collection of books

Classes of Records

Newspapers

NLC-170

Description: Information on National Library holdings of newspapers and updates of earlier publications, the *Union List of Canadian Newspapers in Canadian Libraries* and the *Union List of Non-Canadian Newspapers in Canadian Libraries;* also newspapers and periodicals on microfilm and correspondence answering reference questions on newspapers. *Topics:* Newspapers on microfilm – ethnic, Canadian, foreign; microform masters for Canadian material. *Retrievability:* Files arranged by place, province, decade; microform masters of serials arranged by title and of newspapers, by province and city.

Music Manuscripts and Recordings

NLC-180

Description: Lists of manuscript collections and sound recordings, finding aids for selected archival collections and records on acquisitions by gift or purchase of the Music Division; also correspondence answering reference questions related to music, and binders listing holdings of 78, 33 and 45 rpm recordings. *Topics:* Manuscript collections; early Berliner records at the National Library; the Dr. André and Pearl Ross Collection of Spoken Sound Recordings; lists of donors and donations; records of purchases for the collection; and recordings held by the Music Division. *Retrievability:* Files arranged by manuscript collections and finding aids by name of collector; early Berliner records by catalogue number of manufacturer; Dr. André and Pearl Ross Collection by language and recording personality; access to binders by recording artist; acquisitions arranged chronologically; correspondence chronological within a subject.

Union Catalogues

NLC-190

Description: Information on the holdings of libraries in Canada of monographs and serials, including official publications, correspondence files related to library symbols and reporting to the *Union Catalogue;* also *Union Catalogue of Canadian Music Publications to*

1950. Topics: Holdings of Canadian libraries; library symbols; microfilming catalogues of Canadian libraries; locations of Canadian music published up to 1950. *Retrievability:* Files are arranged by author or title for the pre-April 1980 accessions card form; Canadian music publications are arranged by composer, title, publisher and date. *Storage Medium:* Accessions received after April 1980 are machine-readable.

Library and Information Science Reference Material
NLC-200
Description: Information on topics of interest to the Canadian library community: (1)subject; (2)libraries; (3)librarians; (4)library associations; (5)library schools; (6)meetings; (7)library equipment; documents from a clipping service, periodicals scanned in the Centre, and a variety of published and research papers; also inquiries and related correspondence. *Topics:* Recent developments in libraries; automation of library operations; development of bibliographic data bases; union catalogues; library administration; collections development; AACR II; national libraries and systems. *Retrievability:* Files arranged by subject group or by name of librarian, library or association.

Service for Handicapped Persons Reference Material
NLC-210
Description: Information on topics of interest to Canadian libraries serving handicapped persons. *Topics:* Library services, library programs, physical access to libraries, technical aids. *Retrievability:* Subject, library.

Indian Rights
NLC-220
Description: Manuscripts, theses, research papers, official documents, published and unpublished material necessary for the conduct of original research into the historical and legal basis for Indian claims. *Topics:* Native claims in Canada with comparative materials for the United States, Australia and New Zealand; legislation pertaining to Indian claims. *Retrievability:* Author, title, subject.

Social Sciences and Humanities
NLC-230
Description: Unpublished bibliographies up to 1974, reference questions and related correspondence, new Reference Books List (monthly) and a file of reference books on order.

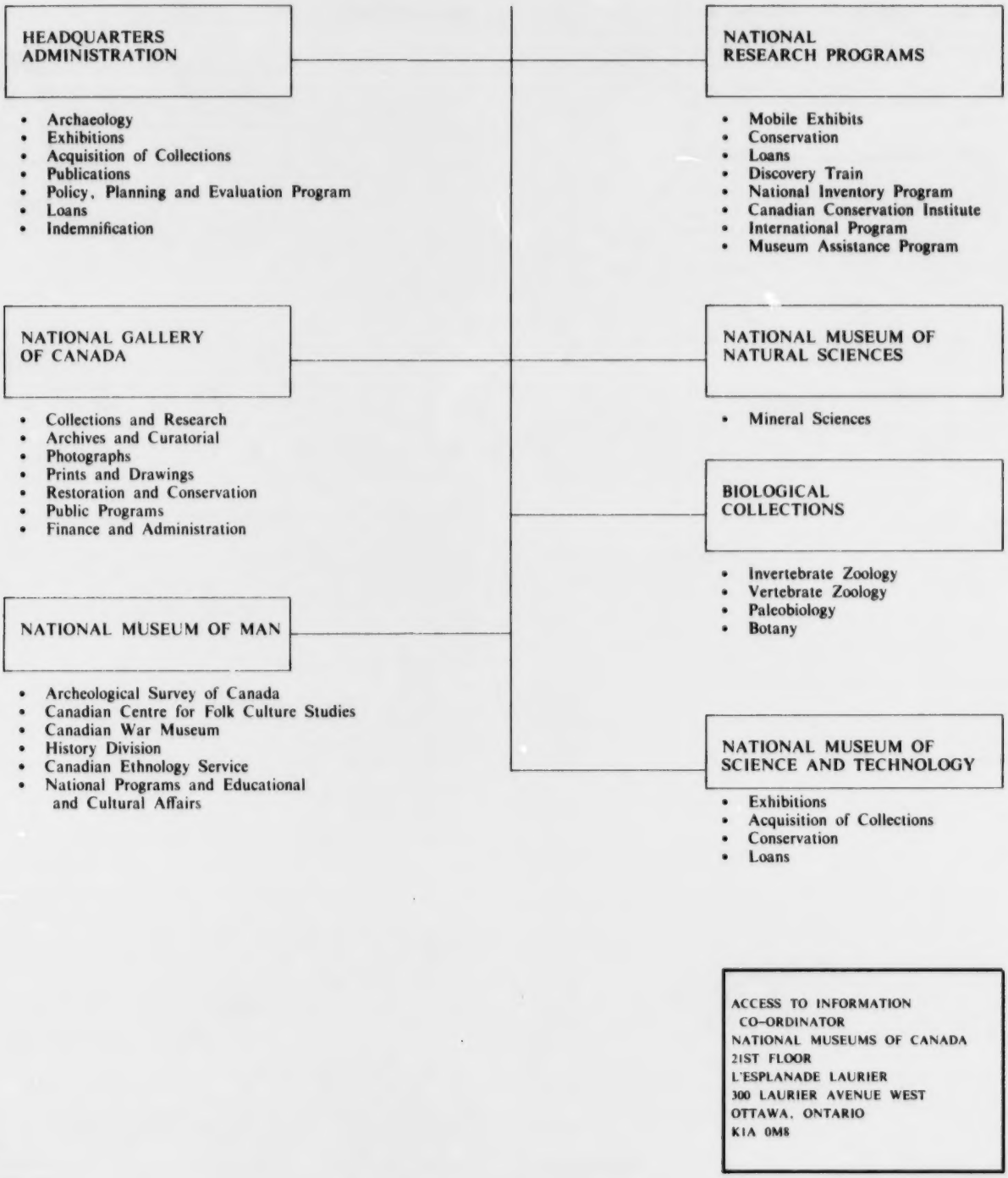
Children's Literature
NLC-240
Description: List and bibliographies of Canadian children's books, slide collection of illustrations in Canadian children's literature and children's libraries, a catalogue of children's books and textbooks, and archival material on the Canadian Section of the International Board on Books for Young People (IBBY). *Topics:* Book selection in school libraries; current Canadian children's books; illustrations; bilingual books; other languages; comic books; professional literature; records; Braille books; children's writing; periodicals. *Retrievability:* Files arranged by index to catalogue of children's books by author, illustrator, translator, title, chronology and series; index to textbooks also includes places; lists and bibliographies accessed by subject; illustrations by illustrator; posters by organization and subject.

Official Publications
NLC-250
Description: Card catalogues of the collections of Canadian official publications and of foreign and international publications; a Kardex, listing serial holdings of foreign and international publications, correspondence and reference files on official publications; and a card index to commissions, committees, task forces. *Topics:* Government structure; arrangement of collections of official publications; laws and regulations; shipping lists; statistics; and reference tools related to official publications. *Retrievability:* Commission index arranged by subject and name of chairman.

Library Services in Non-official Languages
NLC-260
Description: Correspondence on library services in non-official languages and files of press clippings on multiculturalism and ethnic groups. *Topics:* Library services to ethno-cultural communities; multiculturalism. *Retrievability:* Files arranged by subject and ethnic group.

Rare Books and Manuscripts
NLC-270
Description: Inventories of manuscripts, and correspondence and reference files on rare books and manuscripts. *Topics:* Rare books; individual rare books and manuscripts; preservation and conservation of library materials. *Retrievability:* Files arranged by subject or author.

National Museums of Canada



ACCESS TO INFORMATION
CO-ORDINATOR
NATIONAL MUSEUMS OF CANADA
21ST FLOOR
L'ESPLANADE LAURIER
300 LAURIER AVENUE WEST
OTTAWA, ONTARIO
K1A 0M8

Background

The National Museums of Canada (NMC) incorporate, within a single administration, Canada's four national museums: the National Gallery of Canada; the National Museum of Man, including the Canadian War Museum; the National Museum of Natural Sciences; and the National Museum of Science and Technology, including the National Aviation Museum.

The National Museum of Man and the National Museum of Natural Sciences both evolved out of the National Museum of Canada, an institution that had its origin in the founding of the Geological Survey of Canada in Montreal in 1842. In 1880 the Survey and its museum were moved to Ottawa and in 1910 were located in the newly-constructed Victoria Memorial Museum Building. By this time the museum staff, as distinct from that of the Survey, was divided into a Biology Division and an Anthropology Division. The National Museum of Canada was formally established in 1927. Natural History and Human History branches were formed in 1956 and the Canadian War Museum, which dates back to 1880, was added to the latter branch in 1958. Since 1968, the National Museum of Man and the National Museum of Natural Sciences have been components of the National Museums of Canada.

The beginnings of the National Gallery of Canada are associated with the founding of the Royal Canadian Academy of Arts in 1880. The Marquis of Lorne, then Governor General, had recommended and assisted in the founding of the Academy and among the tasks that he assigned to that institution was the establishment of a national gallery at the seat of government. The National Gallery was incorporated by an Act of Parliament in 1913. It occupied a section of the Victoria Memorial Museum Building until 1960 and then was moved into the Lorne Building. In 1968, the National Gallery became a component of the National Museums of Canada.

The National Museum of Science and Technology is the most recently formed of Canada's national museums. It began with the creation of a Science and Technology Branch of the National Museum of Canada in 1964. A Director was appointed in 1966 and it opened as a museum in 1967, one year before it became a component of the National Museums of Canada. The National Aeronautical Collection, formed by the Royal Canadian Air Force in 1964, was added to the museum when it opened. In 1982, the Natonal Aeronautical Collection became known as the National Aviation Museum.

Overall Responsibilities

In 1972, National Museums of Canada began developing a national museum policy designed to ensure the preservation of Canadian museum collections and increase public access to them. The five divisions of the National Programs Branch of the NMC provide services and assistance to the Canadian museum community to further the objectives of this policy. As well, the NMC has fostered co-operation among Canadian museums by forging a network of 25 Associate Museums (including the four National Museums) and 24 Exhibition Centres.

The National Museums of Canada is a Crown Corporation established in 1968 by the *National Museums Act* which reports to Parliament through the Minister of Communications. It is administered by its own secretariat under the authority of a Board of Trustees. The Secretary-General is the Chief Executive Officer of the Corporation. The purposes of the Corporation, as defined in the Act, are to demonstrate the products of nature and the works of man, with special but not exclusive reference to Canada, so as to promote interest therein throughout Canada and to disseminate knowledge thereof.

Key Contacts

General Information

Information may be obtained by contacting the following:

- Information Services Directorate, National Museums of Canada
- Information Services, National Gallery
- Media and Public Relations, National Museum of Man
- Public Relations, National Museums of Natural Sciences
- Public Relations, National Museum of Science and Technology
- Library Services, National Museums of Canada
- Reference Library, National Gallery

Information on titles of National Museums of Canada publications may be obtained from the Marketing Manager.

Please address inquiries to the above at:

L'Esplanade Laurier Building
300 Laurier Avenue West
Ottawa, Ontario
K1A 0M8

Access Procedures

Information requests under the *Access to Information Act* should be addressed to:

Access to Information and Privacy Co-ordinator
Office of the Assistant Secretary General
Corporate Services
National Museums of Canada
L'Esplanade Laurier, 21st Floor
300 Laurier Avenue West
Ottawa, Ontario
K1A 0M8
Telephone: (613) 995-1461

Headquarters Administration

Classes of Records

Archaeology
NMC-10
Description: Information on the recovery, study, preservation and presentation of information and artifacts related to Canada's history; also excavation of archaeological sites threatened with destruction by construction projects, roads, dams, airports and harbours. *Topics:* Policy; rescue and urgent ethnology and archaeology; preservation of sites in the Arctic; archaeological digs — Toronto International Airport, Mackenzie Highway Project, Dempster Highway Project, Donovan Site — Hamilton Airport; native burial grounds; rock paintings and petroglyphs; Northern pipelines.

Exhibitions
NMC-20
Description: Information on the permanent exhibitions for all NMC components, international exhibitions and travelling exhibitions. *Topics:* Policy and general correspondence on exhibitions for all the components; international exhibitions — Tutankhamen, Master Paintings from the Hermitage, USSR, Chinese Exhibition, Transpo '86, Yaroslaw — Artifacts; schedules of travelling exhibitions — Journey into Our Heritage.

Acquisition of Collections
NMC-30
Description: Information and general correspondence on the acquisition of artifacts by purchase, gift, donation and exchange. *Topics:* Policy; authentication; overlap in collections; paintings — National

Gallery; collections for the Museum of Natural Sciences, the Museum of Science and Technology, the Museum of Man and the Canadian War Museum — Medals, By-Dyberger Maquette; income tax deductions for gifts and donations.

Publications
NMC-40
Description: Books and publications originating from scientific research done by various scientists, historians, archaeologists and curators, within NMC components. *Topics:* Policy; general correspondence; involvement of Department of Supply and Services in publications; co-publishing; copyrights; catalogues; specific publications of the different museums.

Policy, Planning and Evaluation Program
NMC-50
Description: Information on corporate policy, Policy Program Review, Cultural Program for National Unity, priorities, and Ontario government policy and programs for art galleries and museums. *Topics:* Statement of intent; program evaluation — National Programs; Museum of Man; Museum of Natural Sciences; Museum of Science and Technology and National Gallery; TEAG evaluation of displays and exhibits; research and studies.

Loans
NMC-60
Description: Information on the loan of artifacts to museums across Canada. *Topics:* Policy; controversial material; Fire Fighters' Museum of Nova Scotia; Tate McKenzie; General Murray's Powder Horn; Haida Canoe.

Indemnification
NMC-70
Description: Information on a proposed plan whereby the federal and provincial governments guarantee compensation for loss or damage suffered when major exhibitions travel within Canada. *Topics:* Policy development; research; U.S. program; U.K. program; international discussions — ICOM and UNESCO; fine arts insurance; program development.

National Programs

In 1970, the federal government announced its overall cultural policy based on the principles of democratization, decentralization, pluralism, and federal-provincial and international co-operation. The Secretary of State developed, and the Cabinet approved, a more specific National Museum Policy with two objectives — to preserve the elements of the national heritage, and to increase access to that heritage. The National Museums established five programs to meet the objectives of the National Museum Policy. Collectively known as the National Programs, they are: the Canadian Conservation Institute, the Canadian Heritage Information Network, the International Program, the Mobile Exhibits Program and the Museum Assistance Programs. Together these programs form a component of the National Museums Corporation called the National Programs Branch. It is headed by an Assistant Secretary-General who is supported by the five Program Directors and a central finance and administration unit called the Program Co-ordination Division.

Classes of Records

Mobile Exhibits
NMC-80
Description: Information on the operation of three museumobiles — Canada North, Canada West and Atlantic Canada. *Topics:* General operations; thematics; tour co-ordination; tour management; support program for each of the three museumobiles.

Conservation
NMC-90
Description: Information on the conservation of artifacts to ensure preservation. *Topics:* Conservation reports; conservation and refurbishment.

Loans
NMC-100
Description: Information on incoming loans for the three travelling museumobiles. *Topics:* Policy; institutions; agreements.

Discovery Train
NMC-110
Description: Information on the discovery train — a travelling exhibition operating between 1978 and 1980. *Topics:* Purchase of the American Freedom Train; sites; design and fabrication; sponsors; provincial and community liaison.

Canadian Heritage Information Network
NMC-120
Description: Information on the development of comprehensive and meaningful standards for the documentation of museum collections, the provision of services designed to assist museums in properly documenting their collections, and the application of EDP techniques to alleviate some of the collection management problems. *Topics:* Policy; procedures; general correspondence; museum services; documentation; liaison data; correspondence — artifact documentation for Canadian museums. *Storage Medium:* EDP systems.

Canadian Conservation Institute
NMC-130
Description: Information on the provision to Canadian museums of specialized conservation services, conservation research, training through internships, a mobile laboratory service and publications and information services on the Institute's conservation research projects and other related technical areas. *Topics:* Operations; fine arts and polychromes; textiles; works of art on paper; archaeology and ethnology; furniture and wooden objects; mobile laboratory service; conservation processes research; environment and deterioration research; analytical research services; photographic services; documentation; publications; internships; workshops and seminars; library. *Storage Medium:* 35-mm slides.

International Program
NMC-140
Description: Information on international museum activities, the publication of a catalogue of exhibits, liaison with institutions and government departments and international negotiating expertise. *Topics:* Country files; show and exhibitions; museums and galleries; External Affairs Canada — Cultural Exchange Programs; miscellaneous budget, policy, finance, administration; UNESCO; ICOM.

Museum Assistance Programs
NMC-150
Description: Information on the provision of financial and technical assistance to museums, art galleries and other non-profit institutions across Canada wishing to participate in the accomplishment of the National Museum Policy's dual objectives of increased accessibility to, and enhanced preservation of, Canada's collections; also the information and co-ordination mechanisms required to ensure the effective use of the financial assistance available. *Topics:* Associate Museums Program; National Exhibition Centre Program; Specialized Museums Program; Public Programming Assistance; Exhibitions Assistance Program; Registration Assistance Program; Upgrading and Equipment Assistance Program; Special Activities Assistance Program; Training Assistance Program; Conservation Assistance Program.

National Gallery of Canada

Director's Office

The National Gallery of Canada (NGC) holds in public trust the most comprehensive collection of Canadian fine and decorative arts, and the finest collection of non-Canadian paintings, sculptures, drawings, prints and photographs in the country. Properly supported, these collections are an important resource in establishing self-awareness and pride throughout Canada. The goals of the National Gallery of Canada, consonant with the objectives and priorities of the National Museums of Canada, are directed towards national purpose and must be realized with the highest professional standards. The Gallery maintains its holdings at a high level of preservation, to ensure their preservation and supports them through research for the development of the collections, the organization of exhibitions and the publication of catalogues.

Classes of Records

Operations
NMC-160
Description: Information on the general operations of the National Gallery of Canada. *Topics:* Assessments for the Museums Assistance Program (formerly consultative committee); special events; postage stamps; movement of works of art.

Exhibitions, Expositions and Fairs
NMC-170
Description: Information on permanent, travelling and special exhibitions, policy, exhibit planning and proposed exhibitions. *Topics:* Schedules of exhibition programs; extension services; proposed exhibitions; publicity and advertising; invitations; special exhibitions — Matisse, Jordaens, Poussins, Puvis de Chavannes and Van Wittel.

Acquisitions of Collections
NMC-180
Description: Information on the policy for the acquisition of works of art through purchases, gifts and donations. *Topics:* Gifts proposed, approved and rejected; purchases — paintings, photographs, prints and drawings, sculptures; insurance; major acquisitions — W. Croscup Room, Bernini, Lotto, RCA Diploma Works, Brangwyn Mural, Borduas Collection, Birks Collection, Crane Collection, Heeramaneck collection.

Restoration and Conservation Laboratory
NMC-190
Description: Information on the conservation of works of art. *Topics:* Policy; damages to paintings and sculptures.

Publications
NMC-200
Description: Information on various aspects of publications activities at the National Gallery of Canada. *Topics:* Policy; Permanent Catalogue Project; copyright and reproduction rights; bilingualism in publications; bulletins; journals; Canadian Artists Series.

Photographic Services
NMC-210
Description: Information on the Gallery's photographic services; registration; education services; education policy; audio-visual.

Loans
NMC-220
Description: Information on incoming and outgoing loans for exhibitions, government residences, ministers' offices. *Topics:* Policy; loans approved and rejected to museums and galleries around the world; loans to government; restricted loans list.

Collections and Research Division

Classes of Records

Research
NMC-230
Description: Research files on exhibitions the curator has organized. *Topics:* W.W. Alexander; J.E.H. MacDonald; Ontario Society of Artists; Art Museum of Toronto; Canadian Art Club; artistic' files; art societies; art institutions; art exhibitions; collectors' files. *Retrievability:* These files are located in the office of the Curator of Historic Canadian Art.

Exhibitions
NMC-240
Description: Information on Ottawa exhibitions, correspondence with lenders and inter-office correspondence dealing with the planning of exhibitions and catalogues. *Topics:* The Young van Dyck Exhibition (1980); Bolognese Drawings Exhibition (1981); Meissen Exhibition; Hiroshima, Drawings by Survivors; Ladders to Heaven; Costakis Exhibition; Esthetiques modernes au Québec; F.H. Varley; Canadian Painting in the Thirties; To Found a National Gallery: The Royal Canadian Academy of Arts 1880-1913. *Retrievability:* These files are located in the European Art and Historic Canadian Art Divisions.

Acquisitions
NMC-250
Description: Information on acquisitions of historic Canadian art, and files on dealers and artists. *Topics:* Preliminary correspondence with artists, collectors and dealers on the acquisition of historic Canadian art by gift and purchase; dealers and artists — David Bolduc, artist, Tony Brown, artist, Jeff Wall, artist. *Retrievability:* The files are located in the Contemporary Art and Historic Canadian Art Divisions.

Loans
NMC-260
Description: Information on incoming and outgoing loans for exhibitions, government residences, ministers' offices, *Topics:* Exhibitions — A.Y. Jackson, A.H. Robinson, David Bolduc, Ivan Eyre; loans — Rideau Hall, Prime Minister's residence, ministers' offices (files are located in the Contemporary and Canadian Historic Art Divisions); restricted loan list; loans — Canadian works, non-Canadian, European, prints and drawings; list of loans — long-term, government; short-term loans — transportation schedule; monthly report on loans (these files are located in the Registrar's office).

Archives and Curatorial Division

Classes of Records

Exhibitions
NMC-270
Description: Information on permanent, temporary, special, international and travelling exhibitions between 1959 and the present. *Topics:* Offers and suggestions for exhibitions; exhibitions in Canada; in foreign countries; National Gallery involvement in exhibitions organized by other organizations.

Acquisitions of Collections
NMC-280
Description: Information on the acquisition of works of art by purchase, gift and donations; reproductions; offers of works of art that have been accepted and rejected; files held in the Archives under the Curatorial Division prior to 1958, and between 1959 and the present. *Topics:* Correspondence on dealers, donors, collectors and artists; paintings; prints and drawings; sculpture; conservation; requests for

information; works of art held by the private sector, other museums and university collections.

Research
NMC-290
Description: Individual research dossiers for art objects in the collections of the National Gallery (excluding works on paper, prints and drawings and photographs). *Topics:* Canadian paintings, sculpture, decorative arts; Royal Canadian Academy Diploma works; non-Canadian paintings, sculpture, decorative arts; Asian art; and videotapes and films. *Retrievability:* Files are arranged by name of artist. *Special Access Note:* Limited access to the public due to the confidentiality of negotiations, prices, and information on other works in private hands.

Publications
NMC-300
Description: Information on National Gallery publications for exhibitions and collections during the years before 1958 and between 1959 and the present. *Topics:* Catalogues for National Gallery collections; exhibition catalogues; acquisitions of books and other publications; submissions to outside publications; publications of National Gallery.

Loans
NMC-310
Description: Information on loans of National Gallery works of art to government departments and museums, universities and institutions in Canada and abroad; also incoming and outgoing loans on a short or long-term basis and loans from public and private collections. *Topics:* General correspondence and policy; Canadian loans — approved and rejected; non-Canadian loans — approved and rejected; incoming loans; government departments; international and domestic, by province; war art; for exhibitions — domestic and international.

Photographs Collection

Classes of Records

Exhibitions
NMC-320
Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; planning; schedules of exhibition programs; extension services; proposed exhibitions refused; publicity and advertising; invitations to openings; NGC exhibitions — Eugene Atget; David Heath; photographs from the collection.

Research
NMC-330
Description: Information on the various processes used in photographic reproduction. *Topics:* Computer image processing; le daguérréotype a Québec; slide production; photography recipe.

Acquisition of Collections
NMC-340
Description: Acquisition of works of art through purchase, gifts and donations. *Topics:* Policy; individual file for each donor; purchases.

Publications
NMC-350
Description: Information on various aspects of publication activities at the NCG. *Topics:* Policy; Permanent Catalogue Project; copyright and reproduction rights; bulletins; journals.

Loans
NMC-360
Description: Information on incoming and outgoing loans for exhibition. *Topics:* Policy; loans approved and rejected to museums and galleries around the world; loans to government; restricted loans list.

Artists' Files
NMC-370
Description: Information on artists — biographies, exhibitions and places where they have exhibited their works; correspondence. *Topics:* William Henry Fox Talbot; J.J.E. Mayall; Hugh W. Diamond; Henry Pollock.

Conservation
NMC-380
Description: Information on the conservation of works of art. *Topics:* Policy; requests for restoration services; cursory inspection; damage to photographs.

Prints and Drawings

Classes of Records

Operations
NMC-390
Description: Daily correspondence from Prints and Drawings. *Topics:* Requests for information; curatorial files.

Exhibitions
NMC-400
Description: Information on temporary, in-house and travelling exhibitions of prints and drawings. *Topics:* In-house collection-generated exhibitions — Picasso, Vollard Suite; in-house, outside-generated exhibitions — Bolognese Drawings in North American Collections, 1600-1800; travelling, collection-generated exhibitions — British Masters: 18th and 19th Century English Watercolours and Drawings from the collection of the National Gallery of Canada; travelling, outside-generated exhibitions — La Pierre Parle.

Acquisitions
NMC-410
Description: Information on the acquisition of prints and drawings through purchases and gifts. *Topics:* Dealers; offers for purchase, gifts; annual acquisition meetings.

Conservation
NMC-420
Description: Information on the conservation of works of art on paper. *Topics:* Policy and procedure; public requests for conservation; in-house conservation (matting, framing, conservation orders).

Publications
NMC-430
Description: Information on NGC publications. *Topics:* National Gallery — files on catalogues of permanent collection of Prints and Drawings and special exhibition (see under Exhibitions, NMC-400); outside — files on scholarly articles for outside publications.

Loans
NMC-440
Description: Information on incoming and outgoing, individual and group loans for exhibitions. *Topics:* Loans to other institutions in Canada and abroad; gallery loans from other institutions in Canada and abroad; inter-gallery loans.

Restoration and Conservation Laboratory

The function of the Laboratory is to provide specialized conservation treatment for works of art. It thus examines, inspects, restores and analyzes the status of the present collection, prepares works of art for loans, exhibitions, and display in government houses and offices and prepares examination reports on new acquisitions.

Classes of Records

Operations
NMC-450
Description: Information on the general operations of the laboratory. *Topics:* Chemicals; lining techniques; technical studies; insurance; safety; steps used in the preparation of opaque cross-section.

Exhibitions
NMC-460
Description: Information on aspects of exhibiting; includes files on various exhibitions held. *Topics:* Lighting for exhibitions in galleries; exhibitions — Progress in Conservation, Fontainbleau, Pellan, Tanenbaum, El Greco.

Acquisitions and Collections
NMC-470
Description: Examination reports for new acquisitions; also specific files on gifts. *Topics:* Examination reports — Canadian School, European School; Rideau Convent Chapel; Croscup Room; gifts and donations; Heeramaneck Collection; Madame Claude Bertrand.

Conservation
NMC-480
Description: Information on the conservation and preservation of artifacts, including prevention of deterioration through care and maintenance, suitable physical environment for storage and correct handling and packaging procedures for transportation. *Topics:* Conservation of works of art — National Gallery Collection; examinations, inspections, restorations, analysis of pigments, varnish and lacquer; damages to paintings and works of art on loan to Government House; architectural conservation; L'Assemblée nationale du Québec; conservation procedures for sculptures, including the Canadian Phalanx; Guggenheim Museum and Auguste Rodin; paper — deacidification, thermo paper, aging; safety of prints and drawings.

Paintings and Artists
NMC-490
Description: Information on various artists and paintings. *Topics:* Correspondence; Baldung; Bellotto; Rembrandt; Krieghoff — White Horse Inn by Moonlight; Borduas; Cosgrove.

Restorers
NMC-500
Description: Notes on restorers; Mrs. Awana Paul.

Books and Publications
NMC-510
Description: General information on books and publications. *Topics:* Bulletin No. 9; Restoration and Conservation Laboratory Journal.

Loans
NMC-520
Description: Information on various aspects of loans. *Topics:* Policy; loans to government offices — Prime Minister's Residence, universities, Canadian museums, American museums; inward loans procedure; restricted loans list; restoration of paintings on loan.

Research
NMC-530
Description: Information on aspects of research and researchers. *Topics:* Mrs. M. Kahr; Rembrandt; John Nieuostraten — The Hague; research on artists.

Public Programs

Classes of Records

Exhibitions
NMC-540
Description: Information on permanent, travelling and special exhibitions, exhibit planning and proposed exhibitions. *Topics:* Charles R. Forrest; Fantin-Latour; Bolognese Drawings; Animals in Bronze; F.H. Varley Retrospective. *Retrievability:* Files are located in the Public Relations, Education Services, Exhibitions Department and Assistant Director, Public Programs offices.

Publications
NMC-550
Description: Planning and editorial information on publishing National Gallery catalogues and journals. *Topics:* Annual bulletins; Bolognese Drawings; Comfortable Arts; F.H. Varley Retrospective; Greg Curnoe. *Retrievability:* Files are located in the offices of the Assistant Director, Public Programs, and the Publications Division.

Finance and Administration

Classes of Records

Operations
NMC-560
Description: Information on the general operations at the Gallery. *Topics:* Policy; prints and drawings; movement of works of art; corporate sponsorship; curatorial operations.

Acquisitions
NMC-570
Description: Information on the acquisition of works of art through purchases, gifts and donations. *Topics:* Policy; Croscup Room; Treasury Board of Canada submissions; insurance; damage to paintings.

Exhibitions
NMC-580
Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; architectural concepts; Ottawa exhibitions; Tanenbaum Exhibitions; Japanese-Canadian exhibitions.

Publications
NMC-590
Description: Information on various aspects of publication activities at the National Gallery of Canada. *Topics:* Policy; bilingual publishing policy; catalogues — exhibitions, photography, printing and typesetting, purchases and sales; discounts; price evaluation; appropriations; distribution lists.

Loans
NMC-600
Description: Information on incoming and outgoing loans for exhibitions. *Topics:* Policy; approval.

National Museum of Natural Sciences

This Museum deals with the sciences of botany, geology, paleobiology and zoology. Five main exhibition halls on the birds and mammals of Canada, prehistoric animals, geology and the evolution of animal life are maintained in the Victoria Memorial Museum Building. Large research collections are held in other buildings in Ottawa. These collections are open to study by qualified students, including post-doctoral fellows and other contractees sponsored by the Museum. The National Herbarium contains vascular plants and cryptogamic plants. The National Zoological Collections include molluscs, crustaceans, other invertebrates, fish, reptiles, amphibians, birds and mammals. The Palaeontological Collections contain vertebrate fossil specimens.

Gem stones and minerals, rocks and ores from many regions of the world are some of the other collections found in this Museum. In addition, it holds scientific and popular publications on these subjects.

The function of the National Museum of Natural Sciences (NMNS) is the collection of specimens, audio visual material or art work, as examples or depictions of flora, fauna or geological material. The basic objectives of the collection program are to acquire, preserve and use representative samples of the earth's biological and geological entities. This provides a comprehensive national scientific reference collection of flora, fauna and geological material with particular reference to Canadian material, but with other specimens which may aid in understanding Canadian problems. The Museum maintains display and research collections in the quantities required to meet the needs of present and developing natural history museums in Canada and elsewhere, and to provide present and future generations with a perspective of current scientific and educational needs and a prospectus on future needs.

Director's Office

Classes of Records

Acquisitions and Collections
NMC-610
Description: Information on acquisitions through purchases, gifts, donations and exchanges; also on the specific collection of artifacts. *Topics:* Policy and general correspondence; Decoys — W.D. Paul; Reynolds Oligochaete Collection; Duesberry Collection — Duck Decoys; T.H. Manning Collection; Florida Fish — molluscs; Wood Bison.

Exhibitions
NMC-620
Description: Information on permanent in-house exhibits, as well as travelling, special and temporary and international exhibitions; includes exhibit planning, proposed exhibitions and specific information on each. *Topics:* General correspondence; plant life; animal life; birds of Canada; mammals in Canada; Treasure of Tutankhamen; International Arctic Oasis; Old Fourlegs; Gemstones Exhibit; Whales — Fragile Giants of the Sea; Minerals and Gemstones; Food from the Sea; Teddy Bear Exhibit; R.E. Phinney Exhibit.

Loans
NMC-630
Description: Information on incoming and outgoing loans for exhibitions, education and extension. *Topics:* General information; School Loans Program.

Public Programs and Publications
NMC-640
Description: Information on books and publications generated by scientific research, by scientists and others; Excursions and Tours. *Topics:* Publications policy and general correspondence; scientific publications; book reviews; Flora of Canada; Handbook on Canadian Mammals; Syllogeus Publications; Natural History Notebook Series; Birds of Canada; A Vanished World — Dinosaurs of Western Canada; school tours of exhibits in the Victoria Memorial Museum Building (VMMB); whale watching tours; Dinobus tours.

Interpretation and Extension

Classes of Records

Exhibitions
NMC-650
Description: Information on permanent in-house, travelling, special, temporary and international exhibitions. *Topics:* Policy; exhibit planning; proposed exhibitions; general correspondence.

Publications
NMC-660
Description: Information on brochures and other publications on exhibitions by museum staff. *Topics:* Biome; brochures; catalogues.

Loans
NMC-670
Description: Information on loans of artifacts to museums across Canada for exhibition. *Topics:* Policy; incoming and outgoing loans of specimens — for exhibitions and for school education purposes.

Mineral Sciences Division

The Division is included under Geological Collections. Its holdings include reference and display examples of minerals, gemstones, rocks and ores. Minerals are acquired through purchase, exchange and donation, but are also collected through salvage mineralogy and research on classic geographical localities. Duplicate material through donations or direct collection is encouraged to provide exchange specimens.

Classes of Records

Acquisitions and Collections
NMC-680
Description: Information on the acquisition of artifacts by purchase, gift, donation, exchange or transfer. *Topics:* Policy; general correspondence; gifts and donations; exchanges and transfers; dealers for artifacts; National Mineral Collection; gemstones; rock collection; other collections.

Exhibitions
NMC-690
Description: Information on permanent in-house exhibits, as well as travelling, temporary and special exhibitions. *Topics:* Policy; exhibit planning and conservation; artifacts for Earth Hall at the VMMB; travelling — Minerals, Metals and Man, museumobiles, artifacts for various displays at mineral shows; special and temporary — birthstones exhibit, VMMB lobby exhibits of gems, International Museums Day.

Loans
NMC-700
Description: Information on loans of outgoing specimens and the approval of the director for these transactions. *Topics:* Policy and general correspondence; loan approvals; loans of photographs and slides; identifications of specimens for the general public.

Publications
NMC-710
Description: Information on manuscripts published in various journals. *Topics:* Publication policy; general correspondence.

Conservation
NMC-720
Description: General correspondence on conservation methods and related subjects. *Topics:* Policy and general correspondence; specific files by collection or specimen.

Biological Collections

These Collections include the Vertebrate and Invertebrate Zoology, Botany and Paleobiology Divisions. They are improved and completed primarily through field collecting and exchanges with other institutions. In general, collecting by a national museum is carried out on a broad front so as to include all families of organisms. The establishment of priorities is based on the completeness of representation of Canadian biota in national collections, the availability of specimens and data in other museums, and the inclusion of non-Canadian

material related taxonomically, geographically or ecologically to Canadian specimens, as well as representative material from major biomes of the world to provide comparative material for research and display. Duplication of existing collections is discouraged, unless it provides an opportunity for exchanges with other museums.

Invertebrate Zoology Division

Classes of Records

Acquisitions and Collections
NMC-730
Description: Information on the acquisition of collections and artifacts by purchase, gift, donation and exchanges. *Topics:* Policy and general correspondence; tax receipt information for gifts and donations; identifications; specific collections and artifacts by collector's name or name of the artifact; voucher specimens.

Publications
NMC-740
Description: Publications and books on research by various scientists and curators within the Division. *Topics:* Policy and general correspondence; Syllogeus; book reviews; Freshwater Molluscs; Natural History Notebook Series; Publications in Natural Sciences.

Loans
NMC-750
Description: Information on incoming and outgoing loans of artifacts and specimens to other museums, individuals and educational institutions. *Topics:* Policy and general correspondence; loan forms for specific specimens and artifacts; collection and procedures; voucher specimens.

Research
NMC-760
Description: Information on research in invertebrate zoology. *Topics:* General correspondence; research and curatorial needs and priorities; Northern research questionnaire; museum data bank research reports; taxonomic research in invertebrates; station lists; archives.

Conservation
NMC-770
Description: Information on the conservation and preservation of specimens through care and maintenance, the provision of a suitable physical environment for storage, and correct handling and packaging procedures for their transportation. *Topics:* Policy and general correspondence; information for invertebrate specimens, both wet and dry.

Vertebrate Zoology Division

Classes of Records

Acquisition of Collections
NMC-780
Description: Information on the acquisition of collections through gifts, donations, procurements, purchases and exchanges. *Topics:* Policy; gifts and donations; procurement and purchases; exchanges. *Retrievability:* Files are arranged by Section (Herpetology, Ichthyology, Mammalogy, Ornithology, and Ethology).

Exhibitions
NMC-790
Description: Information on permanent, travelling and special and international exhibitions. *Topics:* Plant Life Hall; Bird Hall; Animal Life Hall; Arctic Oasis; International Museums Day.

Loans
NMC-800
Description: Information on loans of incoming and outgoing specimens. *Topics:* Policy; loans to be returned; loan approvals (by the Director). *Retrievability:* Files are arranged by Section (Herpetology, Ichthyology, Mammalogy, Ornithology, and Ethology). Loans within the Vertebrate Ethology Section refer to slides and photographs.

Research
NMC-810
Description: Information on various research publications, manuscripts and book reviews. *Topics:* Policy; Nature Handbook; Natural History Notebook; individual listing of research publications, manuscripts, referees, book reviews and reprints by author(s).

Paleobiology Division

Classes of Records

Exhibitions
NMC-820
Description: Information on permanent, travelling, special, temporary and international exhibits. *Topics:* General correspondence; permanent — Life Through the Ages; special and temporary — International Museums Day; travelling international — Marine Mammals of the Champlain Sea (INQUA exhibit); museumobiles.

Acquisition of Collections
NMC-830
Description: Information on the acquisition of collections through purchases, gifts, donations and exchanges. *Topics:* Policy and general correspondence; Sternberg Library, Grayson Library (gifts and donations); Ely Kish paintings (originals); S. Swibold photographs (originals); B. Baker drawings of dinosaurs (originals); field notebooks, maps, photographs, drawings; dinosaur specimens; pollen and spores; Devonian fish specimens; Tertiary mammal specimens; Arnold Arboretum (Boston, Mass.), exchanges — Cornell University (Ithaca, N.Y.), Ellesmere Island Project, Kew Gardens Project; Missouri Botanical Garden. *Retrievability:* Files are arranged by section (Paleoherpetology, Quarternary Zoology, Palynology-Paleobotany and Paleomycology).

Conservation
NMC-840
Description: Information on the preservation and preparation of specimens. *Topics:* Policy and general correspondence; fossils — by section (Paleoherpetology, Quaternary Zoology, Palynology-Paleobotany, Paleomycology, Devonian fish and Tertiary mammals).

Research
NMC-850
Description: Scientific research files. *Topics:* Fossil vertebrates; fossil fungi; fossil plants, pollen and spores; conservation; general correspondence.

Publications
NMC-860
Description: Publications generated through scientific research. *Topics:* K-TEC Cretaceous-Tertiary Extinctions and Possible Terrestrial and Extraterrestrial Causes; K-TEC II Cretaceous-Tertiary Extinctions and Possible Terrestrial and Extraterrestrial Causes (Paleoherpetology); The Whole Fungus (Paleomycology and Mycology); The Pollen and Spore Reference Collection (Palynology); Palynology of Dinosaur Provincial Park (Campanian) Alberta; Catalogue of the Pollen and Spore Exchange Collection, NMNS (Palynology); Climatic Change in Canada (related to Quaternary); Quaternary Vertebrate Faunas of Canada and Alaska and their Suggested Chronological Sequence.

Loans
NMC-870
Description: Information on incoming and outgoing short-term and long-term loans of specimens. *Topics:* Specimens for exhibit in museumobiles; Canadian museums and galleries; international loans; Prime Minister's Office; federal government offices. *Retrievability:* Files are arranged by name of individual.

Botany Division

Classes of Records

Exhibitions
NMC-880
Description: General information on exhibitions and displays, such as the Hall of Plant Life.

Acquisition of Collections
NMC-890
Description: Information on the acquisition of collections. *Topics:* Exchanges, donations, gifts; herbarium equipment and supplies; identification requests; annotation of specimens; determination and index; techniques; types; microfilms; fumigation; transaction summaries.

Research
NMC-900
Description: The research files of each curator in the Division — Dr. Brodo: lichenology; Dr. Ireland: bryophytes; Drs. Argus, Gillett, Haber: vascular plants; Albert Dugal: lists of French, English and Latin names of plants. *Topics:* Dr. Gillett — taxonomy of Trifolium, Arctic wildflowers, Canadian Leguminosae; Dr. Haber — systematics of Pyrola; Dr. Ireland — some common bryophytes of Eastern Canada, moss flora of the Maritime provinces, moss flora of Arctic North America, endemic mosses of North America, Dicranaceae of Mexico; Dr. Brodo — lichens of Canada, Alaska and Greenland, lichens of Southern Ontario, lichens of British Columbia, and the lichens of the Queen Charlotte Islands.

Publications
NMC-910
Description: Research publications in botany (vascular plants, bryology, lichenology).

Loans
NMC-920
Description: Information on loans to other groups, institutions and universities. *Topics:* Loans in; loans out; vascular plants; bryology; lichenology.

National Museum of Man

National Director's Office

The Office is responsible for the administration and operation of all divisions within the National Museum of Man (NMM) as well as the management of the Museum's role in public programming. Attached to the office are three senior scientist positions in the fields of archaelogy, folk culture and ethnology.

Classes of Records

Exhibitions
NMC-930
Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; permanent exhibitions; openings; credits; planning and scheduling; international, travelling, special and temporary exhibitions; proposed exhibitions.

Collections and Acquisitions
NMC-940
Description: Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; prints and drawings; collections.

Conservation
NMC-950
Description: Information on the conservation of artifacts and collections of artifacts to ensure their preservation for future use and research. *Topics:* Crozier Collection; Peruvian Collection; Inuit prints.

Research
NMC-960
Description: Research information on artifact collections. *Topics:* Log cabin — Arsenic report; Ginsberg report; rock art — petroglyphs; environment and deterioration.

Publications
NMC-970
Description: Information on research publications, manuscripts and book reviews. *Topics:* Policy; Tenth Anniversary Book; Guidebook — VMMB; bilingualism in publications; Oracles; book reviews; NMM-NMNS brochure; National Museums of Canada tourist brochure.

Loans
NMC-980
Description: Information on incoming and outgoing loans for exhibitions, government residences and buildings. *Topics:* Policy; school loans program; Pearson Building; Prime Minister's Residence; insurance; fine art in leased buildings.

Archaeological Survey of Canada

The Archaeological Survey of Canada (ASC) is primarily concerned with the recovery, study, preservation and presentation of information and artifacts on the prehistory of Canada. It is also concerned with the excavation of archaeologically important sites threatened with destruction by large construction projects such as roads, dams, airports or harbours. The Survey maintains a collection of scientific records, including reports, field records and photographs produced by both staff scientists and contract researchers, which is available to qualified researchers. Artifacts and other archaeological remains are catalogued and conserved on behalf of the people of Canada. The results of the research and collection programs are disseminated through publications such as the Mercury series, Canadian Studies Reports and the popular Canadian Prehistory series, co-published with commercial publishers. In addition, these research programs provide the base for exhibitions, fact sheets, films, museum kits and videotapes, which convey the work of ASC to the public.

Exhibitions
NMC-990
Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; exhibit planning; proposed exhibitions; travelling exhibitions; Ethnology Hall; Canada before Cartier — Ontario prehistory; Discovery Train; Inuit Community exhibits; foyer cases; International Museums Day.

Collections and Acquisitions
NMC-1000
Description: Information on artifacts and the policy for their acquisition through purchases, gifts, donations and exchanges.

Conservation
NMC-1010
Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; storage.

Research
NMC-1020
Description: Research on archaeology and artifacts for the benefit of government and the general public. *Topics:* Policy; research proposals; foreign research; reports of completed research projects.

Publications
NMC-1030
Description: Research publications and manuscripts; also book reviews and theses. *Topics:* Mercury series; Oracles; Canada's Visual History; gallery guides; popular series; video and film production; Edukits.

Loans
NMC-1040
Description: Information on incoming and outgoing loans for exhibitions. *Topics:* Policy; recovery of loans and collections (by name); Totem and house posts; rock art — petroglyphs.

Canadian Centre for Folk Culture Studies

The Canadian Centre for Folk Culture Studies (CCFCS) was established in 1969 to record and study various aspects of folk culture among all ethnocultural groups in Canada, with the exception of native peoples. The Centre conducts a variety of research and collection programs, both in-house and on contract, which ranges from the collection and analysis of oral lore to the acquisition and conservation of all aspects of Canadian folk life. It disseminates information through the Mercury series, Canadian Studies Reports and Oracle series. The research work of CCFCS also reaches the public thorough exhibitions, museum kits, film, videotapes and the Canada's Visual History series. In addition, CCFCS provides professional advice and information to the scientific community and to the public at large on all matters related to Canadian folklore and folk life.

Classes of Records

Exhibitions
NMC-1050
Description: Information on permanent, temporary, travelling and special exhibitions. *Topics:* Policy; exhibit planning and proposed exhibitions; Outdoor Museum; Orientation Hall; procedures for implementation; musical instruments.

Collections and Acquisitions
NMC-1060
Description: Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; purchase of artifacts by year; offer to museum to purchase; musical instruments; inquiries about artifacts; inventories.

Conservation
NMC-1070
Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; research on the deterioration of artifacts due to poor environmental conditions of buildings.

Research
NMC-1080
Description: Information on research on artifacts for the benefit of government and the general public. *Topics:* Policy; research plans and programs; field notes; culinary anthropology; archives; ethnomusicology; visual anthropology.

Publications
NMC-1090
Description: Research publications, manuscripts and book reviews and theses. *Topics:* Policy; inventories; fact sheets; Canadian Studies Reports; Canada's Visual History; Music for Many a Year; Mercury series; Oracle series; popular series.

Loans
NMC-1100
Description: Information on incoming and outgoing loans for exhibitions, government residences and buildings. *Topics:* Policy; loans to other museums, divisions, and displays. loans from other museum divisions; loans from other museums, galleries or individuals.

Canadian War Museum

In 1980, the Canadian War Museum celebrated 100 years of recording, collecting and preserving material on the military history of Canada and nations that have been her friends and foes. In addition to collecting, identifying, cataloguing, conserving and researching artifacts from various military conflicts, the Museum undertakes research projects and maintains archival material for further study. The results of its research and collection programs reach the public via the Mercury series, Canadian Studies Reports and a popular series of books published on a variety of military history topics.

Classes of Records

Exhibitions
NMC-1110
Description: Information on permanent, special and travelling exhibitions. *Topics:* Policy; planning and openings; texts; security; permanent galleries; proposed exhibitions; five history presentations.

Collections and Acquisitions
NMC-1120
Description: Information on artifacts and their acquisition through purchases, gifts and donations and exchanges. *Topics:* Policy; acquisitions — Army, Navy, Air Force, miscellaneous (tattoo); war art, Cafcap; exchanges of artifacts.

Conservation
NMC-1130
Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; research on the deterioration of artifacts due to poor environmental conditions; research into the best methods of conservation.

Research
NMC-1140
Description: Research on artifacts for the benefit of government and the general public; also historical research for the preparation of storylines. *Topics:* Policy; material research.

Publications
NMC-1150
Description: Information on various publications, manuscripts, catalogues. *Topics:* Historical series; Mercury series; Canada's Visual History; exhibition catalogues.

Loans
NMC-1160
Description: Information on incoming and outgoing loans for exhibitions, Armed Forces messes, government buildings, schools, theatrical groups, publishers, other museums, as well as other educational institutions. *Topics:* Policy; loans in progress, final, rejections; war art.

History Division

This Division of the National Museum of Man is concerned with researching, preserving and presenting to Canadians the social, economic and cultural history of non-aboriginal man since the beginning of European settlement in Canada. The Division has as its goal, the

collection and conservation of representative artifacts highlighting Canadian material of national interest, representing every region in Canada and all socio-economic groups and time periods in the nation's past. The Division also conducts historical research on material culture in its general social context to reconstitute portions of Canada's past. Publications produced by the Division help interpret and explain Canadian history and increase national self-knowledge. These include the Mercury series, two periodicals — the Urban History Review and the Material History Bulletin — which are available on subscription and popular publications such as the History of Canadian Cities series and a series of works on pre-industrial crafts which are published in co-operation with commercial publishers.

Classes of Records

Exhibitions
NMC-1170
Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; exhibit planning; special exhibition halls during the renovation of the Victoria Memorial Museum Building; proposed exhibitions; travelling exhibitions; mobile exhibits; Discovery Train.

Collections and Acquisitions
NMC-1180
Description: Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; boundaries of acquisition between the Museum of Man and the Museum of Science and Technology; exchanges of artifacts for exhibitions; rejections of purchases; gifts and donations.

Conservation
NMC-1190
Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; internships for training; research on deterioration of artifacts due to the poor environmental condition of buildings.

Research
NMC-1200
Description: Research on artifacts for the benefit of government and the general public. *Topics:* Policy; research proposals; reports of completed research projects.

Publications
NMC-1210
Description: Research publications, manuscripts, book reviews and theses. *Topics:* Mercury series; Oracles; Urban Biography series; Canada's Visual History; Urban History Review.

Loans
NMC-1220
Description: Information on incoming and outgoing loans for exhibitions, government residences and buildings. *Topics:* Policy; loans in progress, final and rejected; Prime Minister's residence; Parliament Buildings, East Block; Pearson Building and other government buildings.

Canadian Ethnology Service

The traditional culture of Canadian Indians, Inuit and Métis is the focal point for the ethnographic research and artifact collections of the Canadian Ethnology Service (CANES). Research programs concerned with the general ethnology, linguistics, material culture and ethnohistory have been carried on since the 1890s. Research projects to document cultural traditions are undertaken by both CANES and contract researchers. There is also a research collection of nearly 60,000 artifacts acquired over the last century, which are catalogued and conserved, and can be loaned to approved institutions for exhibition purposes or studied by qualified scholars and students. The scientific results of CANES programs reach the public through the Mercury series, Canadian Studies Reports, fact sheets, films, videotapes, exhibitions, museum kits and the Canada's Visual History series.

Classes of Records

Exhibition
NMC-1230
Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; exhibit planning; proposed exhibitions; permanent exhibitions at the Victoria Memorial Museum Building; orientation hall; temporary exhibitions; invitations to openings; requests and inquiries.

Collections and Acquisitions
NMC-1240
Description: Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; Potlatch Collection; donations to collections; collections for sale; Cowan Collection and the C.C.I.; documentation of CANES collections (NIP).

Conservation
NMC-1250
Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; research on deterioration of artifacts due to poor environmental conditions of buildings.

Research
NMC-1260
Description: Research on artifacts for the benefit of government and the general public. *Topics:* Policy; unsolicited proposals; Canadian Register of Research and Researchers in the Social Sciences; staff research program — five year projection.

Publications
NMC-1270
Description: Research publications and manuscripts; also book reviews and theses. *Topics:* Permission to publish; Mercury series; Oracle series; Popular series; Activity series; Indian Art; Canadian Studies Report; Canada's Visual History; Odyssey series; Facsimile series; Jenness Tribal series.

Loans
NMC-1280
Description: Information on incoming and outgoing loans for exhibitions. *Topics:* Requests for loans; lists of forthcoming loans; approvals or rejections; loan to Cape Mudge — Rattles.

National Programs and the Education and Cultural Affairs Division

The National Programs Division co-ordinates the National Museum of Man's nation-wide extension program of travelling exhibitions and museum kits while maintaining the permanent display galleries within the Museum and developing temporary exhibitions for the public in the National Capital Region. A media relations section promotes Museum activities through contacts with the media. The Division maintains a national loans collection of artifacts and exhibition material which can be lent to schools, theatre groups or exhibition centres that cannot meet the environmental requirements for borrowing material from the main museum collections.

The activities of the Education and Cultural Affairs Division (ECA) emphasize communication. The products of the research and collection activities of the NMM are interpreted to the general public across Canada through extension and information programs. A range

of material such as the Oracle series, the Activity series, Canada's Visual History series, gallery guides and other items for the public, is co-ordinated or produced by the Division. The Regional Programs Section arranges school visits to the Museum's displays and provides public programs which include films, demonstrations, lectures, theatre performances and an inquiry service.

Classes of Records

Exhibitions
NMC-1290
Description: Information on permanent, travelling, special and temporary exhibitions. *Topics:* Policy; exhibit planning; insurance; publicity; films, texts, labels; Brockville Documents; proposed exhibitions.

Collections and Acquisitions
NMC-1300
Description: Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; cookbooks; the Curatorial Package.

Conservation
NMC-1310
Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Research policy.

Research
NMC-1320
Description: Research on artifacts for the benefit of government and the general public. *Topics:* Research policy.

Publications
NMC-1330
Description: Research publications and manuscripts; also book reviews and theses. *Topics:* Policy; Canadian War Museum publications; Activity series; Mercury series; copyright policy; Odyssey series; Pitseloak publications; scientific publications; guide books; brochures; Vis-a-vis; popular publications; Canadian Studies Report; the VMMB Map; Colouring Book; Teacher's Guide; Who We Are, What We Do; Oracles; Visual History; Across Canada.

Loans
NMC-1340
Description: Information on incoming and outgoing loans for exhibitions, government residences and buildings. *Topics:* Policy; condition reports; insurance.

National Museum of Science and Technology

The Museum is designed to increase the scientific literacy of Canadians and visitors from other countries. Scientific principles and displays are demonstrated by artifacts and texts which correlate these principles with the development of technology; emphasis is on ground transportation, aviation, agriculture, shipping and industrial technologies. Collections are made available to other museums in Canada and abroad.

The National Aviation Museum includes aircraft, engine collections and other artifacts related to the development of aviation.

Classes of Records

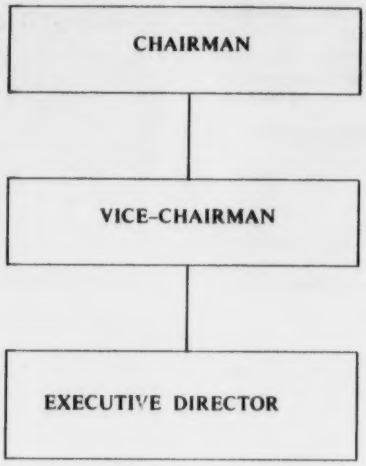
Exhibitions
NMC-1350
Description: Information on permanent in-house, travelling, special and international exhibitions. *Topics:* Policy; exhibit planning; proposed exhibitions; agriculture; aviation and space; industrial technology.

Acquisitions of Collections
NMC-1360
Description: Information on each individual artifact and its acquisition by purchase, gift, donation and exchanges. *Topics:* Policy; correspondence; agriculture; astronomy; Aeronautical Collection; aviation and space; communications; fire engineering; ground transportation; industrial technology; marine technology; forestry technology; photographic technology.

Conservation
NMC-1370
Description: Information on the conservation and preservation of artifacts, prevention of their deterioration through care and maintenance, provision of a suitable physical environment for storage, and control of correct handling and packaging procedures for their transportation. *Topics:* Agriculture; aviation and space; ground transportation; industrial technology; marine technology.

Loans
NMC-1380
Description: Information on incoming and outgoing loans for exhibitions; also loans to government offices, the residence of the Prime Minister and for special events. *Topics:* Agriculture; aviation and space; communications; fire engineering; ground transportation; industrial technology; marine technology.

National Parole Board



- Planning and Analysis
- Operations
- Clemency
- Parole
- Regional Activities

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
NATIONAL PAROLE BOARD
340 LAURIER AVENUE WEST
OTTAWA, ONTARIO
K1A 0R1

Background

The National Parole Board is one part of the Canadian Criminal Justice system. This system, whose aim is to reduce criminal activity and to minimize its repercussions in society, is made up of several closely interrelated components including the body of criminal law, the judiciary and legal profession, the law enforcement agencies and the correctional services. Jurisdiction over these components is shared by all levels of government.

At the federal level, the National Parole Board is a component of the Ministry of the Solicitor General which also encompasses the Royal Canadian Mounted Police and the Correctional Service of Canada.

Laws and Regulations

- Parole Act and Regulations
- Criminal Records Act
- Penitentiary Act
- Prisons and Reformatories Act
- Criminal Code

Overall Responsibilities

The objective of the National Parole Board is to provide for the reform and rehabilitation of persons undergoing imprisonment. The Board is a national body that makes decisions on the granting or refusal of parole in the form of full parole, day parole or unescorted temporary absence. It may impose any terms and conditions it considers desirable on an inmate who is subject to release on parole or mandatory supervision and may revoke such release for cause.

The Board also performs investigations and makes recommendations on the exercise of clemency and the granting of pardon under the *Criminal Records Act*. Its responsibility for the development of policy derives from Section 25 of the Regulations, which requires the Executive Committee, in consultation with the Board, to develop and promulgate policies and procedures to be followed by the Board in carrying out its duties and functions.

Glossary of Key Terms

- **Temporary absence** is an occasional release from the institution for humanitarian or medical reasons.
- **Day parole** is a limited form of conditional release designed to help prepare for full parole or mandatory supervision.
- **Full parole** allows an individual to complete his or her sentence in the community provided he or she satisfies a number of conditions, including regular reporting to the parole officer and the police.
- **Mandatory supervision** is a legal right of inmates to serve a prescribed remaining portion of their sentences in the community providing they abide by conditions imposed by the National Parole Board. Should they violate conditions, they are returned to the institution.

Organization

The National Parole Board has its headquarters in Ottawa. There are five regional offices; Moncton, Montreal, Kingston, Saskatoon and Burnaby.

The Board consists of 26 full-time members appointed for a period of up to ten years by the Governor in Council upon the recommendation of the Solicitor General. Several temporary members are also appointed in each region to assist the Board in its duties. In addition, representatives in each region (community board members) are designated to act as regular board members when release is being considered for inmates serving sentences of imprisonment for life, or for an indeterminate period.

Board members are positioned in six divisions of the Board: the Headquarters Division and the five regional divisions. The role of the Headquarters Division differs somewhat from that of regional divisions in that its members participate in multiple-vote parole decisions referred from the regions; review, through internal review process, certain negative decisions of the Board in which they did not participate. They also make recommendations on clemency and the Royal Prerogative of Mercy to the Solicitor General for submission to the Governor in Council.

The Chairman is the Chief Executive Officer who is responsible for all National Parole Board matters. Under his direction, a Vice-Chairman and an Executive Officer supervise Parole Board operations and administrative support activities respectively.

Major Publications

- The National Parole Board (1981) - a brief overview of the structure and operation of the National Parole Board, including the requirements to be met for parole eligibility and the Board's role in the supervision of parolees. A schedule of eligibility for release is also included.
- Pardon under the *Criminal Records Act* (1981) - this booklet contains all the relevant information for an individual seeking pardon for a criminal offence. It answers 33 basic questions on the philosophy and mechanism of pardon. The booklet also reproduces the *Criminal Records Act* and contains an application form and a fingerprint kit.
- A History of Parole in Canada
- Inmates' Rights
- What is Parole
- Gating
- Community Board Members
- Release Conditions and Supervision
- Lifers
- Habitual Criminals
- The National Parole Board — a Numerical Overview
- Questions and Answers for Inmates in Provincial and Territorial Institutions
- A National Parole Board Handbook for Judges and Crown Attorneys

Publications can be obtained by writing to:

Director of Communications
National Parole Board
340 Laurier Avenue West
Ottawa, Ontario
K1A 0R1

or the National Parole Board Regional Office nearest you.

Atlantic Region

National Parole Board
P.O. Box 1370
Moncton, New Brunswick
E1C 8T6
Telephone: (506) 388-6341

Quebec Region

National Parole Board
Quebec Regional Office
Guy Favreau Complex
200 Dorchester West
West Tower, 2nd Floor
Montreal, Quebec
H2Z 1X4
Telephone: (514) 283-4584

Ontario Region

National Parole Board
P.O. Box 620
Kingston, Ontario
K7L 1X3
Telephone: (613) 547-4124

Prairie Region

National Parole Board
P.O. Box 9210
230-22nd Street East,
7th Floor
Saskatoon, Saskatchewan
S7K 3X5
Telephone: (306) 665-4228

Pacific Region

National Parole Board
4664 Lougheed Highway
Room 230
Burnaby, British Columbia
V5C 5T5
Telephone: (604) 666-2121

Access Procedures

The decision to release files under the *Privacy Act* and the *Access to Information Act* begins with the receipt of a formal request at the one centralized operation centre in Ottawa, and includes the acquisition of the documents from the records holder, whether located in Ottawa or in regional offices, and a multiple-lines review in the region and at headquarters of the documents before they are released to the applicant.

All formal requests for access to information under the *Access to Information Act* should be forwarded to:

Access to Information and Privacy Co-ordinator
National Parole Board
340 Laurier Avenue West
Ottawa, Ontario
K1A 0R1
Telephone: (613) 995-1308

Vice-Chairman's Office

The Vice-Chairman directs a Secretariat which co-ordinates from National Headquarters the conception and implementation of all Board policies regarding parole and clemency matters. In that respect, it records and ensures implementation of decisions made by the Executive Committee of the Board, comprised of the Chairman, Vice-Chairman, the Senior Board Member of the Headquarters Division and the five regional Senior Board Members. In addition, the Board Secretariat assumes responsibilities for the professional development of Board Members and the development and implementation of professional standards in the decision-making process.

Manuals

- Policy and Procedures Manual
- Administrative Agreement Between the National Parole Board and the Correctional Service of Canada
- Agreements With Other Countries on Exchange of Offenders
- Minutes of Executive Committee and General Board Meetings.

Executive Director's Office

The Executive Director is responsible for the planning, co-ordination and orderly management of Board activities and resources, in direct support of the decision-making operations of the Board. He or she oversees the regional administrative support activities of the Board through the regional senior managers known as Regional Executive Officers, as well as the headquarters activities through directors responsible for the following divisions:

Personnel and Official Languages Division

This division provides personnel services common to all government departments. It is also responsible for the co-ordination of the Official Languages policy of the Board. Details on the classes of records held by this administrative unit may be found elsewhere in this Register.

Finance and Administrative Division

This division provides services in the areas of finance, administration, word processing and records management. These services are common to all government departments, and details on the classes of records held by this division may therefore be found elsewhere in this Register.

Communications

This division is responsible for improving the public awareness of the Board's objectives and programs.

Headquarters Operations Branch

The Headquarters Operations Branch consists of two divisions: the Planning and Analysis Division and the Operational Programs Division.

Planning and Analysis Division

This division co-ordinates operational planning, including the development and the revision of policies and procedures. It includes the investigation of long-range issues affecting the Board and effects of changes in policies. Other responsibilities of the division include research, statistical and evaluation programs.

Operational Programs Division

This division is divided into three sections: the Case Analysis and Review Section, which is responsible for investigating and analyzing inmate requests for re-examination of certain negative Board decisions; the Clemency Section, which processes applications for pardon and clemency; and the Access to Information and Privacy Section, which is responsible for co-ordinating the Board's access to information and privacy program.

Manuals

- Policy and Procedures Manual
- Administrative Agreement Between the Correctional Service of Canada and the National Parole Board
- Criminal Records Procedures Manual
- Treasury Board's Interim Policy Guide on Access to Information and Privacy

Classes of Records

Operations — General
NPB-10
Description: Information on the general operations of criminal justice correctional matters. *Topics:* Criminal records; incarcerations; offences; inmate management; rehabilitation; research and statistics.

Clemency — General
NPB-20
Description: General information related to clemency. *Topics:* Legal matters; statistics.

Clemency - Criminal Records Act
NPB-30
Description: Information on inquiries and investigations in response to requests for pardon under the *Criminal Records Act*. *Topics:* Eligibility; hearings and submissions; inquiries; investigations; notifications.

Clemency - Royal Prerogative of Mercy
NPB-40
Description: Information on inquiries and investigations in connection with any request made for the exercise of the Royal Prerogative of Mercy. *Topics:* Inquiries; investigations; amnesty; submissions.

Parole — General
NPB-50
Description: Information on the release of offenders on parole, mandatory supervision and temporary absences. *Topics:* Agreements and exchanges; delegation of authority; inquiries; legal matters; parole boards and systems; quality control; statistics; research and evaluation.

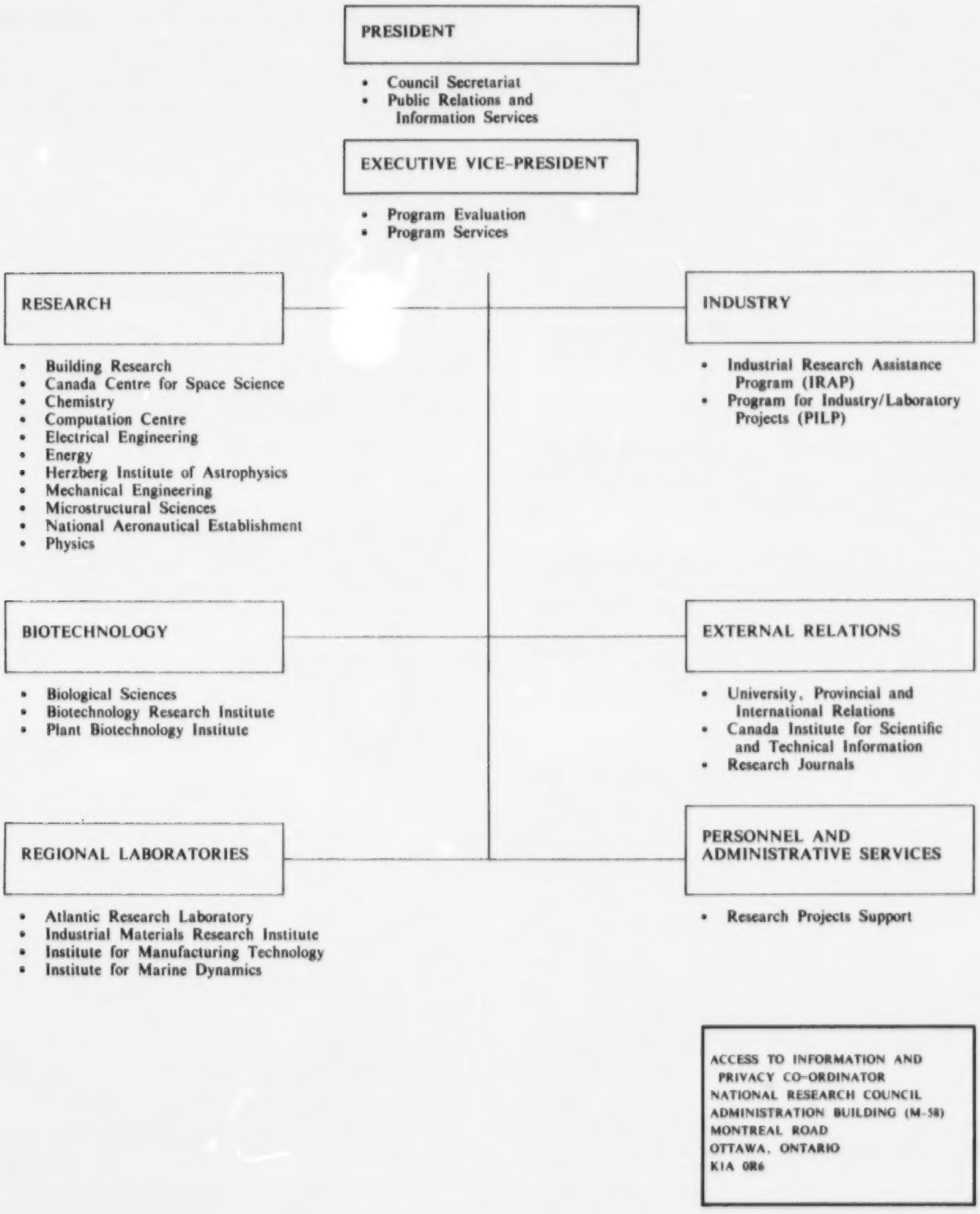
Parole Eligibility
NPB-60
Description: Information on the eligibility of inmates to be released on day parole, full parole or temporary absence. *Topics:* Parole eligibility; after forfeiture, revocation and termination; day parole; temporary absences.

Parole - Release and Release Programs
NPB-70
Description: Information on aspects of the release of offenders on parole, day parole, temporary absences, terms and conditions of parole. *Topics:* Day parole; deportation; programs and projects - general; special; release; temporary absences; terms and conditions.

Parole - Reviews
NPB-80
Description: Information on the parole decision-making stage. It includes panel hearings or parole reviews to decide whether or not to grant parole or day parole and if either is granted, the date from which it is to be effective. *Topics:* Board reasons - federal and provincial cases; parole by exception; case preparation; hearings; internal reviews; voting; evaluation.

Parole Supervision - Violations
NPB-90
Description: Information on the supervision and violation aspects of parole, mandatory supervision, apprehension of the released inmate and recommittal. *Topics:* Apprehension and recommittal; forfeiture; mandatory supervision; revocation; supervision; supervision by aftercare agencies; Community Residential Centres (CRCs) and Community Correctional Centres (CCCs); suspension; termination.

National Research Council of Canada



ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
NATIONAL RESEARCH COUNCIL
ADMINISTRATION BUILDING (M-58)
MONTREAL ROAD
OTTAWA, ONTARIO
K1A 0R6

Background

The National Research Council (NRC) is a departmental Crown corporation with a governing council consisting of a president and 21 members appointed by the Governor-in-Council. The President is supported by seven vice-presidents, a current staff of about 3,300 and a budget for 1984-85 of approximately $500 million. As the principal research agency of the federal government the NRC has a broad mandate: to promote, assist and undertake scientific and industrial research for national development. This mandate is carried out under a wide spectrum of activities, which include the performance of scientific and engineering research in response to national, economic and social needs in the fields of transportation, energy, food, building, construction, industrial innovation and development, health, security, safety and environmental quality.

Under this mandate the Council also provides direct financial and technical assistance to industry; establishes and maintains standards; provides national scientific and technological facilities for industry and universities; supports scientific and engineering research teams in core technologies; and operates a nationwide network of scientific and technical information services.

The laboratories of the National Research Council consist of 15 divisions spanning the physical and life sciences and engineering disciplines. They are located mainly in the National Capital Region, but substantial operations have been placed, or are being established, in Manitoba, Newfoundland, Nova Scotia, Quebec, Saskatchewan and British Columbia. Their activities encompass a wide range of scientific and engineering endeavours and while all laboratories possess similar "housekeeping" records relating to the general administration of their operations, the detailed supporting material supplied in the following pages describes the information holdings that are unique to each individual laboratory.

Laws and Regulations

- The National Research Council Act

Overall Responsibilities

The National Research Council has two basic programs. The first, called the Scientific and Industrial Research Program, provides a national foundation for the creation, application and use of knowledge derived from the natural sciences and engineering. The second, the Scientific and Technical Information Program, facilitates the use of scientific and technical information by the government and people of Canada.

Information Services

In addition to the day-to-day information exchanges that take place between the Council's research staff and the scientific community, the National Research Council has three main operations through which it disseminates information to industry, the universities and the general public. These are Public Relations and Information Services (PRIS), the Canada Institute for Scientific and Technical Information (CISTI) and the Technical Information Service (TIS). A brief synopsis of their roles and activities is provided in the following three paragraphs, with more detailed accounts being supplied in the relevant sections of the supporting material.

General Information

General information on the National Research Council is provided by Public Relations and Information Services through its headquarters facilities in Ottawa. This unit deals mainly with the media and the general public. Contact may be made in person, by telephone, or by writing to

Director
Public Relations and Information Services
National Research Council
Administration Building (M-58)
Montreal Road
Ottawa, Ontario
K1A 0R6
Telephone: (613) 993-9101

CISTI

The Canada Institute for Scientific and Technical Information (CISTI) is Canada's focal point for the storage and retrieval of scientific and technical knowledge and is designed to provide information services to the scientific, engineering and medical communities in industry, business and government, as well as to the general public. The data is derived from millions of reference items contained in an outstanding library, a computer that holds data from Canada, the United States and other world locations, and a highly qualified staff both within CISTI and the laboratories of the Council.

The many specialized CISTI services include a personalized current awareness service; an On-line Enquiry Service, which gives instant access to the various scientific and engineering data bases; a Health Sciences Resource Centre, which provides nationwide access to Medline — the U.S. National Library of Medicine data bases in medicine and toxicology; the Interlibrary Loan and Photocopying Service; and a general reference service, which provides access to the world's scientific and technical literature.

Additional information can be obtained in person, by telephone or by writing to

Canada Institute for Scientific and Technical Information
National Research Council
Building M-55
Montreal Road
Ottawa, Ontario
K1A 0S2
Telephone: (613) 993-1600

Automatic Answering Service

English: (613) 993-2441
French: (613) 993-2528

Regional Contacts

Scientific and technical information as well as advice and assistance to the Canadian manufacturing industry and the small business community in particular are provided by the field advisory offices of the Industry Development Office (IDO). Located across Canada and staffed by scientists and engineers, these offices have access to all the resources, services and expert advice of the NRC. These offices are listed below.

Winnipeg

Officer-in-Charge
Industrial Research Assistance Program (IRAP)
National Research Council
1329 Niakwa Road
Winnipeg, Manitoba
R2J 3T4
Telephone: (204) 255-9610

National Research Council of Canada

London

Officer-in-Charge
Industrial Research Assistance Program (IRAP)
National Research Council
Federal Building, Room 522
457 Richmond Street
London, Ontario
N6A 3E3
Telephone: (519) 434-4314

Don Mills

Officer-in-Charge
Industrial Research Assistance Program (IRAP)
National Research Council
789 Don Mills Road, Suite 910
Don Mills, Ontario
M3C 1T5
Telephone: (416) 966-5845

Ottawa

Officer-in-Charge
Industrial Research Assistance Program (IRAP)
National Research Council
Building M-55
Ottawa, Ontario
K1A 0S3
Telephone: (613) 993-3995

Montreal

Officer-in-Charge
Industrial Research Assistance Program (IRAP)
National Research Council
2535 Cavendish Blvd., Suite 215
Montreal, Quebec
H4B 2Y5
Telephone: (514) 482-0651

Quebec City

Officer-in-Charge
Industrial Research Assistance Program (IRAP)
National Research Council
333, rue Franquet, C.P. 9038
Ste-Foy, Québec
G1V 4C7
Telephone: (418) 694-3419

St. John's

Officer-in-Charge
Industrial Research Assistance Program (IRAP)
National Research Council
30 Harvey Road
St. John's, Newfoundland
A1C 6C4
Telephone: (709) 754-1937

Charlottetown

Officer-in-Charge
Industrial Research Assistance Program (IRAP)
National Research Council
Shaw Building
74 Rochford Street
Charlottetown, Prince Edward Island
C1A 7N8
Telephone: (902) 892-0351

Through contract arrangements with the provincial research councils, similar information and assistance is also available from

British Columbia

Officer-in-Charge
Management Services Division
B.C. Research
3650 Wesbrook Mall
Vancouver, B.C.
V6S 2L2
Telephone: (604) 224-4331

Alberta

Officer-in-Charge
Industrial and Engineering Services
Research Council of Alberta
Terrace Plaza, 4th Floor — Office Tower
4445 Calgary Trail South
Edmonton, Alberta
T6H 5C3
Telephone: (403) 438-0666

Manitoba

Officer-in-Charge
Industrial Technology Centre
Manitoba Research Council
533-155 Carlton Street
Winnipeg, Manitoba
R3C 3H8
Telephone: (204) 944-2031

Saskatchewan

Officer-in-Charge
Industrial Services Division
Saskatchewan Research Council
30 Campus Drive
Saskatoon, Saskatchewan
S7N 0X1
Telephone: (306) 664-5400

Ontario

Officer-in-Charge
Industrial Productivity Services
Department of Engineering
Ontario Research Foundation
Sheridan Park Research Community
Mississauga, Ontario
L5K 1B3
Telephone: (416) 822-4111

Quebec

Officer-in-Charge
Centre de recherche industrielle du Québec (CRIQ)
245, boulevard Hymus
Pointe Claire, Québec
Telephone: (514) 694-3330

Officer-in-Charge
Centre de recherche industrielle du Québec (CRIQ)
333, rue Franquet
Québec, Québec
G1V 4C4
Telephone: (418) 659-1550

New Brunswick

Officer-in-Charge
Management Services
Research and Productivity Council
P.O. Box 6000
Fredericton, New Brunswick
E3B 5H1
Telephone: (506) 455-8994

Nova Scotia

Officer-in-Charge
Industrial and Information Services
Nova Scotia Research Foundation Corporation
100 Fenwick Street
Dartmouth, Nova Scotia
B2Y 3Z7
Telephone: (902) 424-8670

Access Procedures

The National Research Council currently responds to thousands of enquiries a year through the established services described above, and this practice will continue. In addition, the NRC now has an Access to Information Co-ordinator, whose principal duty will be to ensure that those people whose requirements for information are not met by existing services will be able to exercise their legal rights to obtain information under the legislation.

The NRC Co-ordinator for Access to Information oversees the Access to Information function at the Council, including the preparation of the entry for the Access Register, service to the public wishing to obtain access to information, the determination of exemptions and third-party notifications, responses to enquiries from the Information Commissioner, appeals before the Federal Court, and the Report to Parliament. Enquiries concerning the administration of the *Access to Information Act* within the National Research Council should be addressed to

Access and Privacy Co-ordinator
National Research Council
Administration Building (M-58)
Montreal Road
Ottawa, Ontario
K1A 0R6
Telephone: (613) 993-0496

President's Office

The President is the Chief Executive Officer of the National Research Council and has supervision over and direction of the work of the Council and of the officers, technical and otherwise, appointed for the purpose of carrying on the work of the Council.

Classes of Records

President's Office
NRC-EX-10
Description: Information on visits, lectures, gifts, interviews; correspondence with the Minister; outside enquiries on selection of staff; correspondence and minutes on board memberships.

Council Secretariat

The Secretariat provides a number of corporate services, including administration for the governing council and the executive offices, committees of the Council including standing committees, associate committees and advisory committees, as well as the Management Committee.

Additional Secretariat functions include legal services, internal audit, external audit, parliamentary and ministerial services, history and archives, official languages, access to information and privacy, and affirmative action.

Manuals

- Standard Operating Policies and Procedures (SOPP)
- Personnel Administration Manual (PAM)
- Financial Management Manual (FMM)

Classes of Records

Council Secretariat
NRC-EX-20
Description: Documents on Council membership, meetings and agenda; review and advisory committees of Council; divisional advisory boards; follow-up of Council decisions; and correspondence with the Minister's Office, the Privy Council Office, Members of Parliament and the Senate Committee on Science Policy. Information on legal advice, patents, audits, associate committees and archival material. *Topics:* General administration; National Research Council committees; memoranda to Cabinet and decisions; history and archives; legal services; audits; associate committees; official languages, access to information and privacy; and affirmative action.

Executive Vice-President

The Executive Vice-President has the overall responsibility for the operation of all NRC laboratories and research institutes, as well as research programs carried out across a number of laboratory divisions.

The other main areas of responsibility are the financial, program planning and accounting operations as well as related operations such as tactical studies.

Classes of Records

Executive Vice-President
NRC-EX-30
Description: Working papers, memoranda and correspondence with federal and provincial government departments, universities and industry on research policy and planning as it concerns the mandate of the National Research Council. *Topics:* Research policy and planning; Tactical Studies Group.

Atlantic Research Laboratory

The Atlantic Research Laboratory (ARL) has seven major research and development projects, administrative support services, and a seaweed culture station located at Fink Cove near Sambro, Nova Scotia. The Director's Office is responsible for the overall operation of the ARL and the Seaweed Culture Station, including policy, planning, program forecasting, estimates, contracts, interaction with the scientific and university communities, and public relations.

Classes of Records

Director's Office
NRC-ARL-10
Description: Director's working files include material on the activities of projects, such as research and development and project planning; travel and conference files; working files on various associations and institutes of which the Director is a member; NRC committees (e.g. Committee of Directors). *Topics:* General correspondence and files on research and development as it pertains to research projects; files by subject interest, e.g., peat, coal, aquaculture; general correspondence from various divisions within the NRC, by division; working files on Five-Year Plan; and forward planning.

Administrative Services

Administrative Services is responsible for plant engineering services at the Atlantic Research Laboratory and at the Seaweed Culture Station at Fink Cove, Nova Scotia, as well as general administrative services, maintenance, financial services, library services and stores (purchasing); photography and drafting services; personnel services.

Manuals

- Standing Operating Policies and Procedures (SOPP)

- Financial Management Manual

Classes of Records

Administration
NRC-ARL-20
Description: Correspondence, memoranda, requests, minutes, and technical reports. *Topics:* Plant engineering; requests (analyses, chemicals and cultures, scientific information); cultural organizations (conferences and symposia meetings); scientific societies and institutes; committees (health and safety, scientific committees); Summer Job Corps Programs; Seaweed Culture Station files (basically engineering and maintenance); unpublished manuscripts; financial services; and personnel files.

Marine Analytical Chemistry Standards

The primary objective of this section is to develop chemical reference materials and improved methodology for the analysis of seawater and marine materials for use by marine scientists, government regulatory agencies and industry. The work is done in co-operation with the Analytical Chemistry Section of the Division of Chemistry and most of the work is contracted out. A Committee on Marine Analytical Chemistry with representatives from commercial firms, universities and government meet annually, monitor the program and provide advice. Secondary objectives are to improve the analytical chemistry competence in industry and universities and to provide the research programs at ARL with an analytical capability. A special series of research reports and situation reviews are published.

Classes of Records

Marine Analytical Chemistry Standards
NRC-ARL-30
Description: Information on scientific investigations and analyses and the management of the program, including distribution of reference materials and reports. *Topics:* Research and development contracts; publications; and mass spectral data. *Special Access Note:* Mass spectral data stored on 2T-12 sector discs (double density; 5 megabyte capacity), formatted for an INCOS data system.

Physical Analysis

The section maintains advanced instrumental capability for infrared spectroscopy, scanning electron microscopy, electron microprobe analysis, X-ray crystallography, and electrophoresis. Each is the responsibility of a qualifed professional. These include studies in metallurgical chemistry, coal, silicon compounds and the chemical structure and biosynthesis of mycotoxins and metabolites of algae, bacteria and lichens.

Classes of Records

Physical Analysis
NRC-ARL-40
Description: Essentially no records are kept by this group. It is oriented to serve other sections within the Laboratory, and its records consist of working papers on manuscripts being written and on publications in journals. *Topics:* Electron microscopy; X-ray diffraction and electrophoresis; plants.

Marine Biosciences (including Ostrich Fern)

The section conducts fundamental and applied research on coastal marine organisms, especially plants, to enhance understanding of their ecology, systematics, genetics, chemistry, biochemistry and physiology. Research and development is conducted in four main areas: (1) ecological, taxonomic and genetic studies; (2) chemical studies related to identification of compounds of pharmaceutical interest; (3) physiological and biochemical studies directed at developing aquaculture technology; and (4) life processes and agronomic development of the Ostrich fern.

Classes of Records

Marine Biosciences (including Ostrich Fern)
NRC-ARL-50
Description: Research files of published and unpublished data, reprints and information relating to research on the structure, taxonomy, genetics, biosynthesis, membrane components and marine natural products. *Topics:* General correspondence; seminars; chemicals and equipment; algal metabolites; hydrocarbons; fatty acids; sterols; carotenoids; isoprenoids; aromatics; toxins; drugs; cyclic peptides; tetrapyrroles; biosynthesis; 13C nuclear magnetic resonance (NMR) spectroscopy; mass spectrometry; chromatography; synthetic techniques; and chemotaxis.

Biological Role of Silicon

This section is concerned with the development and application of nuclear magnetic resonance (NMR) techniques and the use of stable isotopes to the solution of biological and chemical problems, including that of silicon in metallurgical systems and the biological role of silicon (silicate) in marine organisms (e.g., diatoms, sponges) and terrestrial organisms (e.g., horsetails, vertebrates).

Classes of Records

Biological Role of Silicon
NRC-ARL-60
Description: Correspondence, memoranda and technical reports on the development and application of nuclear magnetic resonance techniques and the use of stable isotopes for the solution of biological and chemical problems. *Topics:* Nuclear Magnetic Resonance (NMR); biological, synthetic and chemical applications; instrumentation techniques; theory; biosynthetic studies of natural products from algae, fungi, bacteria; chemical studies of natural products, organic and inorganic compounds.

Metallurgical Chemistry

This section is concerned with the study of the kinetics and thermodynamics of chemical reactions at high temperatures, particularly reactions of importance to the pyrometallurgical processes (e.g., gas-slag-metal reactions, thermodynamics and constitution of metallurgical slags; transport of sulfur through slags and solubility of H_2O and CO_2 in slags).

The group also performs research on specific problems of local industry. The latter involves links with the Sydney Steel Corporation, Brunswick Mining and Smelting, and the Noranda Research Centre.

Classes of Records

Metallurgical Chemistry
NRC-ARL-70
Description: Working files in areas of metallurgical chemistry and coal. *Topics:* Correspondence; minutes and proceedings of meetings; research agreements or contracts; bibliographic material on metallurgical chemistry, and general physical chemistry.

Instrumentation

This section provides engineering and technical co-operation with the divisional research program through design and development of special equipment and devices; application of new techniques; modification and improvement of existing instruments; maintenance of certain specialized instruments used by other sections; provision, on a limited scale, of electronic and mechanical calibration and standards;

and co-ordination of equipment used for data acquisition and computation.

Classes of Records

Instrumentation
NRC-ARL-80
Description: Working papers on scientific instrumentation.

Microbiology

The section is concerned with the ecology, physiology and chemistry of fungi with particular reference to their role in agricultural systems. The emphasis is on mycotoxins and symbiotic associations with other plants (e.g., lichens) of peculiar Canadian significance.

Classes of Records

Microbiology
NRC-ARL-90
Description: Correspondence and working papers on algology and microbiology. Working files on isolation, identification and ecology of soil fungi and lichens and on isolation, structure determination and toxicity of fungal metabolites. *Topics:* Chemistry of lichen substances; taxonomy and distribution of peat mosses; infrared and mass spectra of lichen substances; nuclear magnetic resonance spectra; collection of peat mosses from Canada; taxonomy and ecology of soil fungi; production and isolation of fungal toxins; structure determinations; toxicity of fungal metabolites.

Coal and Peat

The requirement is to do and to foster co-operative research and development with industry, universities and government agencies that will enable efficient utilization of identified mineable coal in Atlantic Canada. The basic problems are the high sulfur content and difficult mining situations. Priority research and development areas are identified by an advisory group (the Committee on Atlantic Coal), and the work is performed by co-operative working groups (Beneficiation, Coal-Liquid-Mixtures, Pyrolysis and Mining). The work is supported by contracts, let and monitored by a small in-house group performing research on beneficiation, pyrolysis of coal and the dewatering of peat and product development.

The Atlantic Research Laboratory provides the Secretariat for the Committee on Atlantic Coal and working groups.

Classes of Records

Coal and Peat
NRC-ARL-100
Description: Correspondence, memoranda, technical reports, contracts, agreements, minutes and proceedings of meetings, research data. *Topics:* Contracts, requests for analyses, scientific information, conferences and symposia meetings, minutes of meetings, forward planning.

Division of Biological Sciences

Director's Office

The division is composed of 14 laboratory sections and supporting services. The Director's Office is responsible for the administration and operation of the division. By directing and correlating activities in the areas of policy, planning, program forecasting, estimates and contracts, it contributes to the main function of the division, which is to conduct research in the biological sciences directed towards new knowledge, and with applications to industry, health, and environmental standards.

Classes of Records

Administration
NRC-BIOSCI-10
Description: Documents on the operation of the individual laboratory sections such as project planning and reports, program forecasts, studies in industrial microbiology, travel and seminar information. *Topics:* General correspondence, policy, visits, technical enquiries, administration and operation, technical support — e.g., supplies and equipment, and safety committee.

Cell Physiology

The section carries out endocrine and ionic regulation of cell proliferation in bone marrow, kidney, liver, peripheral lymphocytes, thymus, tumours and cells in culture with the objective of understanding why cells divide. One possible medical application would be in the area of the detection and treatment of cancer.

Classes of Records

Cell Physiology
NRC-BIOSCI-20
Description: Information on cell physiology, cell proliferation and biochemistry.

Animal Facility

This section's research involves the immunogenic potential of microorganisms causing diseases in animals with the aim of producing immunoprophylactic (disease-protective) agents.

Classes of Records

Animal Care and Research
NRC-BIOSCI-30
Description: Information on the basic care and health of research animals and on immunological research in relation to animals. *Topics:* General correspondence and policy on animal care and research.

Biological Production of Fuels

This section conducts research on the microbiological conversion of organic materials into usable fuels and chemicals. Organic materials include wood cellulose, waste cellulose, and industrial, agricultural and municipal waste streams. The group is phasing out work on fruit and vegetable storage.

Classes of Records

Biological Production of Fuels
NRC-BIOSCI-40
Description: Information on research related to the production of fuels and feed stock from biomass (especially cellulose) and the storage of fruit and vegetables. *Topics:* General correspondence; fermentation; biomass; cellulosics; bioreactors; energy; methane; alcohol; liquid fuels; fruit and vegetable storage.

Biomathematics

The section performs mathematical analyses of biological systems; genetic code and protein sequence analysis and the secondary structure of ribonucleic acids; theoretical studies of molecular mechanisms; algoriths and associated software applied to the deconvolution of fluorometric data; and statistical analyses in connection with experiments carried out in other sections of the division.

Classes of Records

Biomathematics
NRC-BIOSCI-50
Description: Correspondence and laboratory notebooks containing information on statistical analysis and mathematical modelling. *Topics:* Biomathematics; statistics; computer modelling; deconvolution.

Cell Biophysics

The section studies microfibril biosynthesis in bacterial cellulose and provides electron microscopy expertise to other divisional projects.

Classes of Records

Cell Biophysics
NRC-BIOSCI-60
Description: Information on research activities in cellulose biosynthesis, methanogenic bacteria, macromolecules and biophysics generally. *Topics:* Biophysics; macromolecules; methanogenic bacteria; microfibrils; cellulose biosynthesis; electron microscopy.

Ecotoxicology

The section conducts research on the pathways of pollutants through the environment; transformation in sediment, water, air and biota; mechanisms of toxicity and interactions, especially of heavy metals; and hazard assessment of environmental contaminants.

Classes of Records

Ecotoxicology
NRC-BIOSCI-70
Description: Information on the mechanisms of action of toxic organometals at the tissue, cellular and subcellular levels and the movement of toxic chemicals through environmental pathways. *Topics:* Toxicity of organometals; environmental contaminants.

Animal Physiology

The section conducts research into the neural and hormonal control of energy balance (energy intake, expenditure and storage) in mammals.

Classes of Records

Animal Physiology
NRC-BIOSCI-80
Description: Information on the neural and hormonal control of energy balance in mammals. *Topics:* Energy balance in mammals; obesity; brown adipose tissue.

Environmental Secretariat

As an aid to regulatory agencies, the Environmental Secretariat compiles and analyzes published scientific data for use in establishing cause and effect of pollutants in the environment. Published criteria and monographs concern areas such as radioactivity in the environment, effects of pulp and paper wastes on aquatic life, the formation, transport and effects of photochemical air pollution, and other discussions regarding doses and effects of environmental pollutants.

Classes of Records

Environmental Studies
NRC-BIOSCI-90
Description: Working papers and bibliographic material in the areas of heavy metals, physical energy phenomena, pesticides, water, air, fluoride and biology generally, on which criteria and monographs are published. *Topics:* Correspondence, minutes and proceedings, membership, terms of reference of the Environmental Secretariat, the Associate Committee on Scientific Criteria and its subcommittees and working groups on physical energy phenomena, air, metals, water, pesticides, toxicology; inventory of pollution research in Canada and abroad; contract-based research proposals; research agreements or contracts; trace element metabolism; NRC-PCB Study (Regina). *Retrievability:* Research contracts broken down by company name.

Microbiology and Immunochemistry

The activities of this Section centre on research projects on the growth and physiology of bacteria and yeasts and on the establishment of the structural basis for immunospecificity of antigens of pathogenic bacteria.

Classes of Records

Microbiology and Immunochemistry
NRC-BIOSCI-100
Description: Information on microbiology, immunology and immunochemistry. *Topics:* Microbial physiology and metabolism; enzymology; transport phenomena; cell division; fermentation processes and products; continuous culture; anaerobes; immobilized cells and enzymes; culture collection; antigens; antibody; pathogenic bacteria; hybridomas; diagnostics; vaccines.

Molecular Biochemistry

The section conducts research into the structure, interaction and dynamics of biologically active proteins, mechanism of action at the molecular level of antibodies, enzymes, proteins and nucleic acids using biochemical and kinetic techniques; laser-Raman and luminescence spectroscopy; laser-flash photolysis; circular dichroism; and synthesized peptides. Its activities also include research on enzymic hydrogen production; immobilized enzymes; and affinity chromatography.

Classes of Records

Molecular Biochemistry
NRC-BIOSCI-110
Description: Information on studies on the structure, interaction and dynamics of biologically active proteins. *Topics:* Enzymes; enzyme-substrate interaction; proteins; enzyme catalysis; Raman spectroscopy; fluorescence spectroscopy; circular dichroic spectroscopy.

Molecular Biophysics

The section investigates the behaviour of biologically active compounds in living systems using NMR spectroscopy.

Classes of Records

Molecular Biophysics
NRC-BIOSCI-120
Description: Information on research involving the use of NMR resonance and ESR techniques. *Topics:* Structure — function relations; cell membranes; metabolism; NMR spectroscopy.

Molecular Genetics

The section investigates the 'in vitro' synthesis of biologically active DNA; the development and application of improved recombinant DNA techniques for the insertion and expression of genes; the structure and function of chromosomes of eukaryotes — in particular those of yeast; and the control of gene expression at the levels of transcription, translation and cellular expression.

Classes of Records

Molecular Genetics
NCR-BIOSCI-130
Description: Correspondence and memoranda relating to recombinant DNA, yeast genetics and protein sequencing. *Topics:* Genetic engineering; recombinant DNA; gene expression; protein secretion; enzyme production.

X-Ray Crystallography

The section conducts research into structure-function relationships in biological systems; the determination of chemical pathways and conformational preferences; and the stereochemistry of molecules of biological significance through X-ray crystal structure analyses.

Classes of Records

X-Ray Crystallography
NRC-BIOSCI-140
Description: Information on crystal structures, X-ray analyses and protein work. *Topics:* X-ray crystallography; crystallographic computing. *Storage Media:* Computer printouts and X-ray films.

Biotechnology Research Institute

Director's Office

The Institute is located in Montreal and will emphasize the industrial application of biological sciences, focusing on the development of new processes and products. The main areas of research will include fermentation and biochemical and process engineering, genetic engineering, cell fusion, and enzyme technology. A large-scale fermentation facility will be available for pilot scale experimentation with new fermentation methods and economic evaluation. The research and development will focus on agro-food, energy, pharmaceuticals, health care and forestry.

Classes of Records

Administration
NRC-BRI-10
Description: Material under control of this office includes documents relating to the operation of the individual laboratories such as space, policy planning, reports, travel, seminars, general information. *Topics:* General correspondence, policy, visits, seminars, staffing, administration, research and development studies, supplies, equipment.

Division of Building Research

Director's Office

The division provides a research service to the construction industry in Canada. It is organized on a multidisciplinary basis to cover the subject areas of energy and services, building materials, structures, noise and vibration, fire, geotechnique, building performance, codes and standards, and information dissemination. A considerable amount of this information is published by the division on a continuing basis and is available from the Ottawa laboratories and the regional stations across Canada.

The Director's Office is responsible for the direction and operation of the division by managing and correlating activities in the areas of policy and planning.

Classes of Records

Director's Office
NRC-DBR-10
Description: Documents on the operation of the individual sections, advisory bodies, research and development studies and seminar or workshop information. *Topics:* The American Society for Testing and Materials; International Standards Organizations; CIB; Construction Industry Development Council; minutes of the Board of Directors; NRC five-year plan; sectional program and budget submissions; divisional annual reports; proceedings of council; research and development for engineering in cold regions; divisional Planning Committee notes; and Canada Mortgage and Housing Corporation — Division of Building Research reports.

Administration

The section provides the Director's Office and the staff of the division with support services in the areas of personnel, finance, purchasing, shops and building maintenance, and registry.

Classes of Records

Administration
NRC-DBR-20
Description: Personnel data on all members of staff, financial reports, purchasing documents, travel authorizations and correspondence and documents on the shops and building up-keep.

Building Materials

The section provides basic information on the properties and behaviour of building materials, assists in the preparation of standards and specifications, develops test methods to evaluate the performance of various building materials and assists industry and other agencies in solving problems of national importance.

Classes of Records

Building Materials
NRC-DBR-30
Description: Information on the characterization and evaluation of the performance of materials such as concrete, sealants, paints, plastics, roofing materials and clay brick through the use of chemical, physical and mineralogical techniques. *Topics:* The performance of clear and pigmented coatings; basic engineering properties of concrete; durability to frost-action in concrete and other porous materials; properties and performance of joint materials; characterization of building materials by their microstructure and composition; processes of degradation of organic building materials; performance of concretes as related to the chemical processes in cements; physical and mechanical properties of repair systems; performance of Canadian aggregate; performance of concrete in the presence of aggressive solutions; weathering factors and accelerated test methods for assessing durability of organic building materials; durability of cover and absorber materials for solar collectors; physics of coating formation and adhesion, and the durability of structural clay products.

Building Performance

The section is primarily concerned with the development of information to aid the designer and builder in realizing practicable, cost-effective, occupant-safe and useful buildings. The range of activities necessary to achieve these objectives involves consideration of the design and construction process; observation and analysis of the operation, use and performance of actual buildings; and direct communication with the industry to promote the application of knowledge of buildings.

Classes of Records

Building Performance
NRC-DBR-40
Description: Information on the design and construction process and the observation and analysis of the operation, use and performance of actual buildings. *Topics:* Movement of people in buildings; occupancy classification and standards; development of building details; metric conversion for building design; user problems and activities; study of building-use information in the design process; occupant behaviour and building emergencies; development of design aids; and thermal upgrading of houses.

Building Structures

The objective of this Section is to provide information on structural aspects that are common to all buildings, mainly to satisfy the needs of structural designers and building code authorities. Studies of wind effects on full and model-scale buildings and snow loads on roofs are given particular attention. Results of this work help in the continuing improvement of the design values used in the National Building Code and its supplement.

Classes of Records

Building Structures
NRC-DBR-50
Description: Information on the introduction of "limit states design" into Canadian structural codes and standards and the development of improved serviceability criteria based on risk considerations, including the investigation into the variability of masonry strength. *Topics:* Case histories of structural failures and problems due to differential movement in buildings; structural safety and serviceability; snow loads on roofs; wind effects on buildings and structures; failure of structures and progressive collapse; masonry research; wind tunnel studies of buildings; and others.

Codes and Standards

The group comprises the Codes Technical Section, which oversees the division's technical contributions to the committees responsible for the preparation of the National Building Code (NBC) and the National Fire Code (NFC) and undertakes studies relating to the special needs of these codes, as well as providing technical assistance in the production of the various code documents; a Codes Secretarial Service, which provides the necessary secretarial support to the Associate Committee on the NBC, the Associate Committee on the NFC, the Canadian National Committee on Earthquake Engineering, and the auxiliary technical committees responsible to these associate committees; and editorial, translation, distribution and records units, which handle the production and distribution of the Codes and their associated documents.

Classes of Records

Codes and Standards
NRC-DBR-60
Description: Information on topics related to the operation of the Codes Technical Section, the Codes Secretarial Service and the Editorial, Translation, Distribution and Records Units. *Topics:* Technical information and advice to code committees; code requirements for committee consideration; replies to code enquiries and requests for interpretation;seminars and conferences on the NBC and NFC; the continuing review of the code documents in the light of developments in building design and technology to determine the areas that may require expanding or updating to keep them current; technical studies to provide information needed in preparing new or improved Code requirements.

Energy Conservation Research and Development

This unit is responsible for managing some contract work that falls outside the scope of any single research section and for the administrative support for the work related to energy conservation in the Division.

Classes of Records

Energy Conservation Research and Development
NRC-DBR-70
Description: Information on contract work available through CISTI and administrative support. *Topics:* Indoor environmental criteria; energy conservation — commercial; contracts; energy conservation standards for buildings; research studies; general correspondence.

Energy and Services

The objective of the section's research work is the economic operation of buildings with the minimum of energy consumption at acceptable interior environmental standards.

Classes of Records

Energy and Services
NRC-DBR-80
Description: Information on studies related to active and passive solar heating, energy conservation in offices, schools, retail stores and apartment buildings, and two aspects of the interior environment, illumination and air quality. *Topics:* Air movement in buildings; ventilation; lighting energy conservation; visual performance; energy targets for existing office buildings; service-water heating; case studies of energy use in buildings; energy analysis and monitoring in supermarkets; smoke movement in tall buildings; test methods and standards for active solar heating; and characterization of liquid solar collectors.

Fire Research

The section is responsible for conducting research aimed at reducing the life and property losses by fire in Canada. High priority is given to subjects related to the National Building Code, as it is through building regulations that the greatest progress can be made towards the provision of fire safety.

Classes of Records

Fire Research
NRC-DBR-90
Description: Correspondence and laboratory data on the development and revision of standard methods of fire tests and research activities, which include fire performance on structural components, flammability of materials, products of combustion, growth of fire, and the influence of fire risks on the overall design of buildings. *Topics:* Thermal decomposition of polymers; behaviour of building components in fire; evaluation of fire behaviour of plastic components; flammability studies; fire performance information; production and movement of smoke in fire; fire protection features of buildings; development of fire; combustion of organic materials; toxicity of combustion products; fire resistance safety factors; restraint and fire severity; and commercial test reports.

Geotechnical Section

The section provides a research service to the construction industry of Canada in the use and behaviour of earth materials. Studies involve mineral and organic soils, peat, rock, permafrost, snow and ice, and the influence environmental factors and human activity have on these materials.

Classes of Records

Geotechnical Section
NRC-DBR-100
Description: Information on mineral soils, rock, permafrost, snow and ice, manuals on engineering practice, codes and standards. *Topics:* Deformation and stresses in soils; soil strength and rapid failures; deep foundations and excavations; regional soil conditions; frost action in soils; permafrost distribution and environmental studies; structures in permafrost; deformation and failure of fresh water ice; ice engineering; avalanche engineering; deformation and strength of frozen and thawing soils; ground thermal regime; frost heavy studies in northern regions; tunnelling and underground construction; physico-mechanical processes in frozen soils; rheology and strength of saline ice; avalanche hazard evaluation; and ground heat storage.

Instrumentation

The objectives of the unit are to provide expert advice and consultative service on instrumentation and system design to building research sections, to co-ordinate selection and purchasing of new equipment, and to provide technical support for the proper maintenance of instrumentation and related equipment. These objectives are pursued through two main areas of activity: general instrumentation and computerized data acquisition and control systems.

Classes of Records

Instrumentation
NRC-DBR-110
Description: Information on the division's calibration and standards facility, the instrument pool for loans, the maintenance and repair shop and the co-ordination and advisory services provided to the division.

Noise and Vibration

This section is concerned with problems of vibration and acoustics as related to buildings. Research proceeds at three levels: studies of basic physical processes of propagation of sound and vibration in buildings; studies of responses of people to sounds and vibrations in their environment and establishment of quantitative physical descriptors that correlate with human response; and development of standard methods of measurement of the requisite physical descriptors.

Classes of Records

Noise and Vibration
NRC-DBR-120
Description: Information on field measurements of the sound absorption and transmission properties of buildings and building elements and research in vibration related to experimental studies of the response of actual structures under dynamic excitations, such as those provided by wind and road traffic. *Topics:* Development of impact test for floors; acoustical test methods; development of noise criteria; insulation of buildings from external noise; determination of dynamic response characteristics of structures; measurement of sound power of noise sources; outdoor noise propagation; reverberation room acoustics; vibration problems in buildings; earthquake engineering; and commercial test reports.

Regional Stations

The main objective of the regional stations is to provide technical information to the construction industry in the Atlantic, Prairie and British Columbia regions in connection with improved design, the construction and operation of buildings and other structures. This objective is pursued through applied research projects and technical information services. The stations provide a communication link between the design professions, construction agencies, users of buildings and the Building Research Centre in Ottawa.

Classes of Records

Regional Stations
NRC-DBR-130
Description: Correspondence and material on technical enquiries, lectures and seminars; information on the study of building materials and systems in real service or controlled laboratory environments at the Prairie Regional Station. *Topics:* Atlantic Station, Halifax — masonry studies in Atlantic Canada; technical enquiries; National Building Code; National Fire Code; Field Study Reports. Prairie Station, Saskatoon — behaviour of flat roofing systems and components; shallow foundations on active subsoils; concrete in soils of high sulphate content; compression characteristics of glacial deposits in Western Canada; condensation in buildings; heat and moisture balance in buildings. B.C. Station, Vancouver — technical enquiries, National and Fire Codes; Field Study Reports.

Technical Information

This group has two main tasks: to provide library, editorial, drafting, photography and graphic art services to the division; to provide the construction industry with published information on building technology and to promote technology transfer generally.

The library, which is a branch of CISTI, provides services to over 100 DBR research staff and is available as a basic source of information for the construction industry. The Publications Unit is responsible for editing, processing and distributing all DBR publications. The Graphics Unit provides all drafting, photographic and graphic art services. Technical enquiries from the construction industry are answered by the Technical Information Unit.

Classes of Records

Technical Information
NRC-DBR-140
Description: Information on the activities of the Divisional Library, the Publications Unit, the Graphics Unit and the Technical Information Unit. *Topics:* Reference service; loans; information retrieval; periodical subscriptions; acquisitions; translation requests; abstracts, digests; Research News; Housing Notes; Canadian Building Series; Manual on Metric Building Drawing Practice; requests for information; preparation of publications and reports.

Thermal Performance

The section's aims are to establish the dependence of the thermal (heat loss and condensation) performance of new and existing residential buildings on their design, construction, mode of operation, and heating and ventilation systems; to develop and operate facilities for evaluating the thermal characteristics of building materials and enclosure elements such as walls, ceilings, windows and doors; and to develop test methods for evaluating the thermal characteristics of building materials and components.

Classes of Records

Thermal Performance
NRC-DBR-150
Description: Information on the development of methods for testing materials and components, standards committees for building materials and committees on thermal techniques. Computer studies and monitoring of real buildings to determine the effect of building construction features and occupancy on energy consumption in residential buildings and the study of heat pump heating in residential buildings. *Topics:* Hyqurothermal properties of materials; hermetically sealed multiple glazing; thermal performance of walls and

windows; commercial testing reports; HUDAC Mark XI project; Encore-Canada house heat load program; energy consumption in real houses; basement studies; and the application of electrical energy for space and water heating in residential buildings.

UFFI Unit

The objective of the UFFI Unit is to provide the technical data base required to effect a satisfactory resolution to the UFFI problem as it affects the habitability (indoor air quality), property value, structural integrity and well-being of the occupants of Canada's residential and/or non-industrial building stock.

Classes of Records

UFFI Unit

NRC-DBR-160

Description: These records and laboratory notebooks contain information on the chemical analysis of the foam, products used in its manufacture and those that evolved during its decomposition; the development of technique for monitoring the movement of these products within the building envelope; and other aspects related to the product. *Topics:* UFFI field investigations, development of remedial measures for homeowners, institutions and commercial establishments, materials properties and emissions, development of tests to screen sample quality, field measurements of UFFI gases and particles, techniques for measuring formaldehyde and other gases in air, techniques for measuring particulate materials in air, and retrieval and dissemination of technical information related to UFFI.

Canada Centre for Space Science

Director's Office

The Director's Office is responsible for the direction and administration of the Canada Centre for Space Science (CCSS). By directing and correlating activities in the areas of policy, planning, program forecasting and estimates, it contributes to the main function of the CCSS, which is to plan, co-ordinate and support space science in Canada.

Classes of Records

Administration

NRC-CCSS-10

Description: Correspondence, memoranda and reports related to project planning, program forecasts, international co-operation and the overall operation of the Canada Centre for Space Science. *Topics:* Committees — Advisory Group on Priorities, Consultative Committee on Auroral Observatory, joint range policy, Scientific Planning Group and teams; co-operation and liaison — countries (France, India, U.K., U.S.), international organizations (Cospar, NASA, UN), industries, universities; licences and permits; organization and planning; reports and publicity.

Scientific Planning and Evaluation Group

This group is responsible for the evaluation and planning of the space science program in Canada. The program comprises experiments conducted using instruments flown on rockets, balloons and satellites and the space transportation system supported by a ground-based instrument and data networks. Experiments are selected on the basis of scientific integrity and cost-effectiveness of benefits to Canada.

Classes of Records

Scientific Planning and Evaluation

NRC-CCSS-20

Description: Information pertaining to programs supported by CCSS funds, evaluation reports, records of planning and other meetings: general correspondence, minutes and proceedings, memberships, long-term planning and direction and international interactions. *Topics:* Canada Sounding Rocket Planning Group (CSRPG); plans for space science in Canada; satellite projects; Space Science Evaluation and Planning Group (SSEPG). *Retrievability:* Files arranged by subject, type of program, government department, university, company and country.

Facilities Branch

The Branch is a national facility that provides services primarily related to scientific rockets, balloons and satellites to industry, government and universities that assist basic and exploratory research in the natural sciences and support industrial innovation and development. The Branch is advertised as a national facility to the Canadian and international space science communities, and there are formal mechanisms that permit access to branch services.

Manuals

- Standing Instructions for the Operation and Maintenance of NRC Space Research Facilities
- Space Research Facilities Handbook
- Range Safety Regulations

Instrumentation Section

The section manages the development of instruments required by university or government scientists for selected space science programs. The development of both space-borne and ground-based instruments is carried out through contracting with Canadian industry.

Classes of Records

Instrument Development

NRC-CCSS-30

Description: Information on the development of space science instruments: correspondence, memoranda, contracts, studies, planning reports related to administration, finance, equipment and supplies, and co-operation with other agencies. *Topics:* CANOPUS; Data Analysis Network; Energetic Ion Mass Spectrometer; Viking UV Imager; Waves in Space Plasma/High Frequency; Wide-Angle Michelson Doppler Imaging Interferometer.

Engineering Section

The section is responsible for providing the space science community with sounding rocket payloads, other space platforms and support systems. Most of the services are supplied by contracting the work to the private sector for manufacturing and manpower resources.

Manuals

- Manufacturers' literature in the form of Engineering reports and Technical memoranda
- Range Users' Handbook

Classes of Records

Engineering Administration
NRC-CCSS-40
Description: Correspondence, memoranda, technical reports, intergovernmental and interagency agreements, technical enquiries, operational plans and committee minutes on the operation and maintenance of space research facilities and the provision of engineering support for scientific rockets and balloons. *Topics:* Operations; balloon programs; data processing; eclipses; operation in other locations; range safety; satellites; support by other organizations; use of CCSS facilities.

Operational, Engineering and Projects
NRC-CCSS-50
Description: Information on the items required to provide support to the space science community: it consists of general correspondence, minutes of meetings, technical definitions, equipment performance reports (technical), engineering studies and data processing on topics such as rocket projects and telemetry.

Operations

The section is responsible for the establishment, operation and maintenance of space research facilities in Canada. This includes major physical installations, capital equipment and expendable supplies for research into space and atmospheric phenomena.

Manuals

- Space Research Facilities Handbook — defines available facilities and equipment and outlines procedures on the use of these facilities
- Operational Safety Regulations — rules and regulations for the safe conduct of space science operations
- Standard Practice Instructions — details work to be completed

Classes of Records

Equipment and Facilities
NRC-CCSS-60
Description: Information on the planning, equipping, manning and use of space science research facilities in Canada. *Topics:* Correspondence on administration and policy; technical enquiries and replies; contract documentation; intergovernmental agreements; hardware engineering and development; rocket, balloon and satellite programs; minutes of meetings, seminars; international meetings; operations; balloon programs — large, small balloons; data processing; eclipses; operation in other locations; range safety; satellites; support by other organizations; use of CCSS facilities.

Chemistry Division

Director's Office

The Chemistry Division is composed of 17 laboratory sections and supporting services.

The Director's Office is responsible for the administration and operation of the Division. By directing and correlating activities in the areas of policy, planning, budgets, and program forecasting it contributes to the main function of the division, which is to conduct research in the chemical sciences with applications to the scientific community at large and to industry.

Classes of Records

Administration
NRC-CHEM-10
Description: Correspondence, memoranda, and reports relating to the operation of the laboratory sections, and the provision of scientific assistance to business, the general public and other agencies. *Topics:* General files — correspondence, technical enquiries, visits, lectures, seminars, publications, inventions; tests for outsiders; research.

Analytical Chemistry

The section develops analytical methods, frequently in the context of the marine analytical chemistry standards program, and especially in the area of inorganic trace analysis. Analytical services are provided under certain circumstances.

Classes of Records

Analytical Chemistry
NRC-CHEM-20
Description: Correspondence, memoranda and general enquiries on analytical methods and analysis problems. *Topics:* General correspondence; trace analysis — emission; X-ray; atomic absorption; organic and spark source mass spectrometry; inductively coupled plasma analysis.

Chemical Engineering

This section carries out research on reverse osmosis, ultrafiltration, sludge and emulsion treatment with a view to the separation, recovery and reuse of materials of industrial importance. In addition, it investigates fluid-particle technology, size enlargement, and fine coal beneficiation methods to recover or increase the value of specific fossil fuels and various ores.

Classes of Records

Chemical Engineering — Spherical Agglomeration
NRC-CHEM-30
Description: Reports, correspondence and memoranda on membrane separation processes, spherical agglomeration, particle size enlargement, beneficiation of coal, the upgrading of ores, and the application of the relevant technologies to industrial problems. *Topics:* General correspondence; reverse osmosis; ultrafiltration; recovery of coal fines; fluid-particle technology; emulsions; coal-oil mixtures.

Chemical Physics

Research in the section is concerned with the spectroscopy of organic compounds, semiconductor films and photovoltaic materials and devices.

Classes of Records

Chemical Physics Spectroscopy
NRC-CHEM-40
Description: Correspondence, reports and memoranda on semiconductors, electron spin resonance spectroscopy and transient phenomena. *Topics:* General correspondence; electronic properties; semiconductor films; photovoltaics; carrier generation; transport properties, sputtering.

Colloid and Clathrate Chemistry

The section investigates the properties of suspensions, colloid science, surface problems, dielectric properties, nuclear magnetic resonance studies of solids and low temperature calorimetry.

Classes of Records

Colloid and Clathrate Chemistry
NRC-CHEM-50
Description: Memoranda, reports, general enquiries; requests from industry on separation problems; colloids; particles. *Topics:* General

correspondence; spherical agglomeration; oil sands bitumen separation; dielectric properties; NMR; clathrate hydrates.

High Polymer Chemistry

The section is engaged in research dealing with the kinetics and mechanisms of ionic polymerizations, especially those initiated by carbanions, stereoregular polymers and their characterization by solution, and NMR measurements of polymers and inorganic or organometallic complexes.

Classes of Records

High Polymer Chemistry — Plastics
NRC-CHEM-60
Description: General enquiries, reports and correspondence on polymer science, stereoregular polymers, plastics and rubbers. *Topics:* General correspondence; ionic polymerization mechanisms; block polymers; star polymers; characterization of stereoregular polymers; NMR; catalytic complexes.

Hydrocarbon Chemistry

The section conducts research on the chemistry and ESR spectroscopy of organic free radicals in solution.

Classes of Records

Hydrocarbon Chemistry
NRC-CHEM-70
Description: General correspondence, memoranda and reports on the autoxidation of liquid hydrocarbons and the efficacy of anti-oxidants. *Topics:* Hydrocarbon research; free radicals; chain reactions in the liquid phase; reaction-rate constants; ESR spectroscopy; the chemistry of free radicals in solution; Vitamin E.

Kinetics and Catalysis

The staff in the section undertake research in the following areas: reactions of atmospheric interest and gas phase free radical reactions; heterogeneous catalysts; chemistry and electron spin resonance spectroscopy of free radicals; and metal clusters.

Classes of Records

Kinetics, Catalysis, ESR Spectroscopy
NRC-CHEM-80
Description: Correspondence, memoranda and reports on chemisorption, catalysis, ESR spectroscopy and air pollution problems. *Topics:* General correspondence; hydrocarbon research; free radicals; ozone layer; photochemical smog; electron paramagnetic resonance; heterogeneous catalysis; fluorine-containing radicals; and carbonyl compounds.

Laser Chemistry Group

Research into laser induced chemistry; laser isotope separation; enrichment of hydrogen, deuterium, tritium, carbon-13, zirconium, uranium; industrial applications of lasers; metal atom chemistry; photochemistry, photophysics and reaction dynamics.

Classes of Records

Laser Chemistry
NRC-CHEM-90
Description: General correspondence, memoranda, reports relating to laser applications and isotope separation. A significant portion of this information is contained in laboratory notebooks. *Topics:* General correspondence; industrial contracts; laser isotope separation; uses of lasers industry; metal atom reactions.

Metallic Corrosion and Oxidation

Research in the section is concerned with the mechanics and kinetics of the formation of oxides on metal surfaces, with electrochemistry and with the instrumental characterization of surface films.

Classes of Records

Metallic Corrosion and Oxidation
NRC-CHEM-100
Description: Correspondence, memoranda and reports on metallic corrosion and oxidation, and replies to general and specific requests for assistance from industry and government on these subjects. *Topics:* General correspondence; corrosion of metals; formation of oxides on metals; electrochemistry; electron microscopy; Mossbauer spectroscopy; surface film characterization.

Molecular Spectroscopy

Research in the section involves studies of the vibration spectra of complex molecules of biological importance, vapor phase Raman intensities and band contours and the development of new vibrational Fourier transform techniques.

Classes of Records

Molecular Spectroscopy
NRC-CHEM-110
Description: Correspondence and memoranda relating to research and requests for information on vibrational spectroscopy, techniques and computer programs. *Topics:* General correspondence; infrared spectroscopy; Raman spectroscopy; Fourier transform infrared spectroscopy; membranes.

Organic Chemistry

The Organic Chemistry Section researches the physical, organic and organometallic chemistry of reactive intermediates such as free radicals, carbenes and metallenes. Research is also carried out in electro-organic synthesis.

Classes of Records

Organic Chemistry
NRC-CHEM-120
Description: Correspondence concerning the general administration of research activities, chemical synthesis, scientific collaboration and the publication of scientific reports. *Topics:* Carbene chemistry, free radical chemistry, organometallic chemistry, thermochemistry, kinetics, synthesis, deuterium labelling, steroids and alkaloids.

Photochemistry and Kinetics

Research in the section includes studies of photochemistry and photophysics in the gas phase and reaction dynamics.

Classes of Records

Photochemistry and Kinetics
NRC-CHEM-130
Description: Correspondence, memoranda and reports on gas-phase kinetics; reactions of atoms, radicals and other transient species. *Topics:* General correspondence; research on mass spectroscopy; photochemistry; photophysics; infrared chemiluminescence; laser isotope separation.

Reaction Intermediates

Research in the Reaction Intermediates Group is concerned with the kinetics, mechanisms and spectroscopy of transient species as studies by pulsed techniques such as laser flash photolysis.

Classes of Records

Reaction Intermediates
NRC-CHEM-140
Description: Correspondence, reports and memoranda relating to transient species, laser techniques and luminescent materials. A substantial amount of this information is contained in laboratory notebooks and journal publications. *Topics:* General correspondence; properties of reaction intermediates; laser techniques; fluorescence and phosphorescence.

Solid State Chemistry

Research in the section encompasses the chemistry and physics of metals, alloys and compounds, solid state inorganic chemistry, and X-ray diffraction and crystallographic computation.

Classes of Records

Solid State Chemistry — Metals
NRC-CHEM-150
Description: Correspondence and memoranda on metals, alloys, etc., their properties and characterizaton techniques. *Topics:* General correspondence; magnetism; metals and alloys; electrons in metals; amorphous metals; hydrides; thermodynamics; X-ray diffraction; crystallographic structures.

Textile Chemistry

The section performs research on the degradation of plastics and fibers by sunlight and by heat, the mechanisms by which ultraviolet stabilizers and flame retardants operate to protect such materials, the relation between the properties of plastics and fibers and their molecular structures. In addition, there is work going on in the development and evaluation of textile test methods.

Classes of Records

Textile Chemistry — Fiber Science
NRC-CHEM-160
Description: Reports, correspondence and memoranda relating to research in textile chemistry, including general enquiries, requests for information and assistance from industry and other government departments. *Topics:* General (enquiries, visits, lectures, papers, publications, seminars); research in textile chemistry; textile research for companies, industry and government; polymer photochemistry; UV stabilization; morphology; X-ray diffraction; flammability; flame retardants.

Theoretical Chemistry

Research in the section can be grouped into five areas: chemical physics, solid state and quantum optics, molecular physics, biophysics and quantum chemistry.

Classes of Records

Theoretical Chemistry
NRC-CHEM-170
Description: Correspondence, memoranda and reports relating to the above research activities. *Topics:* General correspondence; dynamics of liquids and solids; structure-function relationships; biomathematics; radiationless transitions; vibronic coupling; molecular physics; condensation phenomena; resonance Raman scattering.

Computation Centre

Chief's Office

The Computation Centre is a branch within the National Research Council that provides data processing services in support of divisional and branch research and administrative activities on a full cost-recovery basis.

The Chief's Office is responsible for the administration and operation of the Branch through the formulation and direction of centre policy, planning, forecasting, service rate structures and contracting.

Classes of Records

Administration
NRC-CC-10
Description: Information on the operation of the Centre. *Topics:* Computation Centre administration requirements, equipment and committees, correspondence; enquiries; services and service agreements; program forecasts; travel; lectures and technical presentations; seminars; National Science Library System planning; computing needs; computer maintenance; equipment; future planning; and machine language translation.

Customer Service Section

The section is responsible for the analysis and development of user-requested application programs, user education and general assistance on the use of Centre facilities, and implementation of purchased software products.

Manuals

- Technical reference manuals from hardware manufacturers and suppliers' specifications on the command structure for the operating systems, compilers and assemblers

Systems Section

Section activities include the maintenance and implementation of operating systems and telecommunication software, the monitoring of hardware performance and the revision of software to obtain optimum hardware performance for the applications processed on the Centre's computer system.

Operations Section

The section is responsible for the computer system operation, magnetic tape and disk library and data-entry services.

Computer Technology Research Program

The program conducts research and development for the creation and application of new knowledge in computer technology. These research activities are carried out within the Divisions of Electrical Engineering and Mechanical Engineering. The manager's office is responsible for directing and co-ordinating these activities with respect to policy, priorities, program planning, forecasting and implementation. Current priorities emphasize the development of advanced technology for improving productivity in the manufacturing industry.

EDP Information

Most of the activity within this research program involves the creation and manipulation of information within a computer. The primary form of this data is the computer programs themselves which are being developed as the subject of the research activity. Any data files associated with these programs are of no interest and have no meaningful interpretation outside the scope of the research activity itself.

Classes of Records

Computer Technology Research
NRC-CC-20
Description: Information on the general operation and functioning of the research program (i.e., program planning and implementation and its interface with other organizational units); specific research topics conducted under the program; and liaison and discussion with industry on the transfer of research advances from the laboratory. *Topics:* Policy, correspondence, interaction with NRC Industrial Development Office; research projects (industrial robotics, computer-aided design and manufacture (CAD/CAM)); co-operation and liaison with industry.

Division of Electrical Engineering

Director's Office

The division is composed of eight laboratory sections including administrative and technical support services.

The Director's Office is responsible for setting research program goals, objectives and priorities and for directing and co-ordinating the divisional research and service activities. The division conducts research in electrical, electromagnetic and electronic engineering; computer, biomedical and ultrahigh vacuum technology; surface science and quantum electronics, with applications to industrial and social development.

Classes of Records

Administration
NRC-DEE-10
Description: Information related to the operation of the individual laboratory sections and support services in the division. *Topics:* General correspondence, policy, administration and operation, divisional committees, equipment and supplies, technical enquiries and unsolicited suggestions, visits, lectures, seminars, exhibits, displays; review of manuscripts, articles for publication in outside journals, requests for copies of scientific papers, hospital engineering publications, *Journal of Vacuum Science and Technology;* laboratory orders, assistance to outsiders and universities, correspondence and investigations of electrical fires, accidents and failures, radio wave bands allocated to NRC, instrumentation co-ordination, correspondence between Communications Canada and the Division; policy and general correspondence for the Development Workshops, Drafting and Photography Section, and Field Station.

Computer Graphics

This section conducts research in the following areas: intelligent robotics, computer graphics and image processing. The research in robotics focuses on problems in sensory-based robot control with emphasis on a multiprocessor computing architecture capable of serving the real-time processing requirements of a multi-sensor control system. The research in computer graphics involves the investigation of both hardware and software techniques of color raster display systems for advanced graphic work-station development. The image processing research involves the development of new knowledge in image analysis, recognition and image understanding and its application to the solution of problems in computer vision.

Classes of Records

Computer Graphics
NRC-DEE-20
Description: Information on research projects in the following areas: computer graphics, image processing and computer vision, simulation and modelling, parallel system architecture, real-time sensory robotics, and application of artificial intelligence. *Topics:* Policy, general correspondence, image processing, data analysis, computer graphics and computer aided design, intelligent robotics, industrial activities.

Electromagnetic Engineering

This section conducts research on fundamental problems in electromagnetic and antenna theory. In addition, it develops measurement methods and maintains facilities for the design and evaluation of antennas and the analysis of electromagnetic interference. The following are specific application areas in the section: radar principles to study the polarization effects of precipitation; microwave heating for industrial processes; the development of moisture and electromagnetic radiation sensors.

Classes of Records

Electromagnetic Engineering
NRC-DEE-30
Description: Information on research projects related to fundamental and applied problems in electromagnetic radiation and antenna theory. *Topics:* Policy; general correspondence; television; precipitation radar; microwave heating and drying; hail research (Alberta); microwave and high-frequency measurements and standards; tests for outsiders.

Electron Physics

This section investigates the measurements, creation, processes and application of ultrahigh vacuum technology. Specific application areas include surface studies with regard to their order and physical properties; the preparation of lanthanum hexaboride as thermionic electron emitters and the calculation of their properties; the fabrication of thin film devices using optical lithographic methods, particularly integrated optical devices; quantum electronics and laser technology emphasizing line width, optical memories and optical spectroscopy of rare earth solids. Finally, the section operates a liquid helium facility to internal and external users.

Classes of Records

Electron Physics
NRC-DEE-40
Description: Records contain information on research projects related to surface science and ultrahigh vacuum, in particular, physical properties of surfaces, lanthanum hexaboride (as an electron emitter), microfabrication of electronic thin film devices, quantum electronics and laser technology as related to line width, optical memories and optical spectroscopy and liquid helium production. Some of this information is contained in laboratory notebooks. *Topics:* Policy; general correspondence; major projects on surface science; helium liquifier device; quantum electronics; surface physics; and ultra high vacuum.

Electronics Engineering

The section conducts research in two areas: instrumentation and software for intelligent robotic subsystems; and the applied use of photovoltaic technology. In the robotic subsystems area, effort is being devoted to optical-electronic measurement and inspection systems, digital and optical filtering techniques and the interfacing between measurement and control systems. In addition, it develops power systems based on photovoltaic modules and evaluates the performance of photovoltaic modules.

Classes of Records

Electronics Engineering
NRC-DEE-50
Description: Information on research projects related to instrumentation and software for intelligent robotic subsystems, sensor development, signal processing and photovoltaic systems. *Topics:* Policy; general correspondence; sensor development; signal processing; digital instrumentation; photovoltaic systems; fibre optic sensors; integrated optic sensors.

Information Science

This section's main area of research is computer-aided learning. It develops and evaluates a national authoring language (NATAL); develops terminals and software for specialized interactive computer application; maintains and operates a computer network for co-operative research in computer-aided design and manufacture, and computer-aided training; pursues research and development activities concerned with application of data base technology in these areas; and studies computer-aided design focused on the development of computer-based models to assist in the design-decision process.

Classes of Records

Information Science
NRC-DEE-60
Description: Information on research projects related to computer-aided learning or training and the specialized equipment associated with this field. *Topics:* Policy; general correspondence; touch sensitive x-y encoder; information retrieval and documentation; thermal radiation detection; research on computer-aided learning; and research on CAD/CAM; Canadian Patents and Development Ltd.

Medical Engineering

The section develops instrumentation and techniques that define and analyze biological processes related to the clinical situation. There are four areas of endeavour: the development of technical aids for the physically handicapped to improve and increase their vocational opportunities and quality of life; the study of measurement of the effects of non-ionizing radiation such as ultrasound and electric current flow on body tissues; the development of methods of data collection, analysis and interpretation to facilitate the decision-making of the health worker; and the development of implant materials and instrumentation for orthopaedic research.

Classes of Records

Medical Engineering
NRC-DEE-70
Description: Information on research projects related to specialized instruments and techniques required in the medical field, such as the development of technical aids for the handicapped, and the measurement and study of the effects of ultrasound and electric current flow on body tissues. *Topics:* Policy; general correspondence; guiding devices for the blind; medical electronics; echo-encephalography; aids to the handicapped; prosthetics and orthotics research; reference catalogue; ultrasound; communication aids; Rehabilitation International; body signals; biomedical engineering activities in Canada; Advisory Committee on Technical Assistance to the Handicapped; operation of rehabilitation technology unit.

Power Engineering

This section develops instrumentation for the Electrical Power Industry and Standards Laboratories. It studies the deterioration of high-voltage insulation systems and the environmental effects of high-voltage direct-current transmission lines. In addition, it develops and analyzes high-voltage impulse measuring systems for application to industrial calibration, standardization and ultra-fast impulses.

Classes of Records

Power Engineering
NRC-DEE-80
Description: Information on research projects related to instrumentation and standards associated with the Canadian electrical power industry. *Topics:* Policy; general correspondence; electrical utilities; high-voltage research; dielectric research; interlaboratory comparisons; lightning research at the CN Tower, Toronto; high-voltage radio interference; energy-related research and development; and tests for outsiders.

Rehabilitation Technology Unit (Toronto)

This section assists Canadian industry in developing and providing aids for the handicapped. It provides human and production engineering services to manufacturers; contracts and evaluates developmental models on a buy-back basis, ensuring the adherence to proper procedures; and co-operates with the Canadian Standards Association in testing developmental models for adherence to safety and reliability specifications.

Classes of Records

Rehabilitation Technology Unit (Toronto)
NRC-DEE-90
Description: Information on the administration and operation of the Rehabilitation Technology Unit (RTU) and on research projects related to developing and providing aids for the handicapped. *Topics:* Administration — general correspondence, visits, publications, papers and talks, conferences and seminars; Canadian Rehabilitation Council for the Disabled (CRCD) Technical Aids Committee; Canadian Board for Certification of Prosthetists and Orthotists; Canadian Association of Prosthetists and Orthotists; International and Ontario Society of Prosthetists and Orthotists; British Institute of Surgical Technologists; marketing — CRDC Operations; general correspondence, correspondence between RTU and CRDC, between RTU and the Canadian Rehabilitation Organization, between RTU and Foreign Rehabilitation Organization, between RTU and manufacturers and suppliers; testing and evaluation of commercial rehabilitation devices; research projects — general correspondence, switches (touch, pneumatic, lever, pedal, button, other input, photo electric, manual joy stick, mouth joystick), typing aid, mounting devices, telephone, message pointer, dynamic seat, radio tuning motor, personal nerve stimulator, head pointer.

Division of Energy

Director's Office

The division is responsible for the co-ordination of NRC's energy work and for managing program offices in solar, biomass, fusion energy, wind energy, hydrogen and energy storage, peat and heat pumps.

The Director's Office is responsible for the administration and planning of the division and for the co-ordination and liaison with other federal departments with respect to energy programs. The divisional budget is directed primarily to programs contracted to industry.

Classes of Records

Administration
NRC-ENERGY-10
Description: General documentation on energy research and development within NRC, including planning documents, interdepartmental

collaboration, public information, visits, seminars. *Topics:* Correspondence; policy; enquiries; visits; lectures; reviews; articles for publication; seminars; inventions; meetings; exhibits; reports; committees; research — in-house energy conservation program.

Biomass Energy Program

The program is responsible for co-ordination of the federal research and development program on bioenergy, including programs in other departments, as well as in-house and contracted work. Major activities relate to the harvesting and collection of biomass, conversion techniques, synthetic liquids fuels.

Classes of Records

Biomass Energy
NRC-ENERGY-20
Description: Correspondence, memoranda and reports on biomass energy research — agricultural sources, forest sources, harvesting technology, conversion technology, alternative liquid fuels. *Topics:* Enquiries, contractor workshops, ethanol, methanol, peat; contracts; contractors' reports; co-operation and liaison with industry.

Fusion Program

The program co-ordinates Canadian research and development directed at harnessing thermonuclear fusion energy. The program includes work performed in-house, work contracted out to utilities, industry, and universities, activities of other federal organizations, joint federal-provincial projects and collaborative research and development with foreign fusion programs.

Classes of Records

Fusion Energy
NRC-ENERGY-30
Description: Working papers, correspondence, enquiries, related to all aspects of fusion energy research and development, especially to magnetic confinement technology of tokamak, fusion fuels (tritium) technology, and inertial confinement technology with lasers. *Topics:* Correspondence, reports, presentations, conferences, committees, interdepartmental liaison; fusion program IV.3; KMS Fusion Inc.; contractors' reports; laser fusion facility studies.

Solar Energy Program

The Program is responsible for the management of NRC's solar research and development, including active solar heating systems for space and water, passive and hybrid heating systems, photovoltaic systems (direct to electricity conversion), industrial applications. The prime mechanism is contracted work to the Canadian solar industry.

Classes of Records

Solar Energy
NRC-ENERGY-40
Description: Correspondence, memoranda, reports, and contracts related to research on solar systems — thermal, photovoltaic, agricultural — and to specific solar components. Significant information is recorded in the form of contractor reports. *Topics:* Administration; federal-provincial agreements; fundamental studies; resource assessment; advanced scientific projects; industrial technology and product development; systems trials and demonstrations; agricultural applications; analysis and design methods; monitoring; tests and standards; information and liaison; Solar Purchase Program; heat pumps.

Wind Energy Program

The program is responsible for the federal research and development on wind energy, including support programs in other departments, as well as major in-house and contracted work. Major activities relate to assessment of wind energy resource, development of wind energy components and systems, field trials of wind energy systems and development of megawatt-scale turbines (AEOLUS).

Classes of Records

Wind Energy
NRC-ENERGY-50
Description: Working papers, correspondence, enquiries, contractor reports on all aspects of wind energy research and development, especially resource assessment, field trials and prototype development. *Topics:* Correspondence, reports and presentations, conferences, economics and wind energy, committees, interdepartmental liaison, unsolicited proposals and inventions; wind energy resource assessment; wind energy research (performance analyses, structural analyses, Atlantic Wind Test Site; environmental interaction, materials, standards); wind energy field trials; megawatt prototype (AEOLUS).

Heat Pumps

The program is responsible for co-ordination of the federal research and development program on heat pumps, including support programs in other departments, work performed in-house as well as contracted-out, and collaborative research and development with foreign heat pumps programs. Major activities relate to industrial applications of heat pumps, residential applications of heat pumps and component and technology development.

Classes of Records

Heat Pumps
NRC-ENERGY-60
Description: Correspondence, enquiries, contractors' reports, meeting, conferences, workshops, interdepartmental liaison, committees related to all aspects of heat pumps research. *Topic:* Heat pumps research.

Hydrogen and Energy Storage

The Program is responsible for co-ordinating the federal research and development program on Hydrogen and Energy Storage, including support programs in other departments, work performed in-house as well as contracted-out, joint federal-provincial projects and collaborative research and development with foreign hydrogen programs. Major activities relate to hydrogen production, hydrogen use and storage, electrochemical technology, hydrogen safety and battery research.

Classes of Records

Hydrogen and Energy Storage
NRC-ENERGY-70
Description: Documentation on hydrogen and energy storage research and development, including committees, interdepartmental collaboration, federal-provincial agreements and international liaison. *Topic:* Correspondence, enquiries, inventions, reports, meetings, conferences, workshops; Hydrogen Industry Council / 1458-6; Hydrogen Research / 2458-5; Canadian Hydrogen Association / 1453-173 IEA (International Energy Agency) — Hydrogen / 1465-5-24; International Association for Hydrogen Energy / 1459-136; Advisory Committee on Hydrogen and Electrochemistry — Hydro Quebec / 1490-10-10; Proposed Institute of Electrochemistry / 9000-22.

Peat Program

The program is responsible for co-ordinating the federal research and development program on peat, including support programs in other departments, as well as in-house and contracted-out work. Major activities relate to peat resources, classification, mining, processing/dewatering and conversion.

Classes of Records

Peat Program
NRC-ENERGY-80
Description: Correspondence, enquiries, contractors' reports, meetings, conferences, workshops, committees related to all aspects of peat research. *Topic:* General correspondence; McNamara construction; Peat Forum.

Herzberg Institute of Astrophysics (HIA)

Director's Office

The Director's Office controls, directs and correlates the activities of the institute's nine sections, three of which are observatories. The office is responsible for the administration of the Institute; it prepares policies, program forecast estimates, contracts and other related material.

In addition, it contributes to the main function of the institute, which is the advancement of knowledge in the areas of spectroscopy, space physics, planetary sciences and astronomy and the running of the observatories that are national facilities. The Office also has supportive responsibilities for the Canada-France-Hawaii Telescope.

Classes of Records

Administration
NRC-HIA-10
Description: Correspondence, memoranda pertaining to policies, contracts, contributions, special projects, program forecasts and other administrative matters as they apply to the operation of each laboratory section and the Canada-France-Hawaii Telescope. *Topics:* Administration (general correspondence, enquiries, visits, lectures, talks and papers, review of manuscripts, theses for outsiders, seminars and colloquia, unsolicited suggestions and ideas submitted to HIA, exhibits and displays); research — general; Canada-France-Hawaii Telescope (CFHT) Board of Directors; contracts with CFHT; CFHT Canadian Project Office; miscellaneous work done for outsiders.

Astronomy

The section carries out basic research into phenomena associated with natural emission from material in extraterrestrial space. This research can be divided into two broad categories: solar and non-solar astronomy. Solar astronomy in the radio spectrum involves daily measurement of the microwave flux and daily strip scans of the solar disk. Optical measurements of certain specific regions are made in or near the H line when weather permits. Galactic and extra-galactic radio astronomy comprises a very broad field ranging from research on cold interstellar clouds to the study of very distant and very bright radio galaxies and quasars.

The section also has the responsibility of operating the Algonquin Radio Observatory (ARO) as a national facility and providing new instrumentation for the 46-meter telescope.

Classes of Records

Astronomy
NRC-HIA-20
Description: Correspondence, memoranda and working papers connected to the topics listed below. *Topics:* Policy, correspondence; 46-meter telescope; long baseline interferometry; solar radio noise; joint solar observing programs; solar maximum year; requests for observing time on telescope (other than ARO); visits to ARO; long-range planning; meals and board; instrumentation; application for observing time; data processing; Ottawa River Solar Observatory.

Distinguished Research Scientist

The present work of this section is devoted mainly to the study of a new class of molecules discovered two years ago. They may be referred to as Rydberg molecules since they are stable only in Rydberg states but not in the ground state. Molecules that have been identified are H3 and NH4.

Classes of Records

Distinguished Research Scientist
NRC-HIA-30
Description: Information in these files are as described above; plus general correspondence on molecular spectroscopy.

Dominion Astrophysical Observatory

The Dominion Astrophysical Observatory is engaged in the research of early-type stars, galactic structure, peculiar A stars, late-type stars, high-resolution observations employing the method of lunar occulations, photometric observations of stars and stellar systems, double stars, techniques of data analysis, galactic supernova remnants, design and development of instrumentation and optics for astronomical research.

Classes of Records

Dominion Astrophysical Observatory
NRC-HIA-40
Description: Data and general correspondence on astronomy related to observations and research on various stars and galaxies, design, testing and construction of various instruments, optics and sites. *Storage Media:* Photographic plates, computer printouts, magnetic tapes and disks, publications and reprints.

Planetary Sciences

The section carries out basic research on physical processes and phenomena occurring in the upper atmosphere and near space. Some of the principal phenomena studies include the aurora, ionosphere, magnetosphere, space plasmas, meteors, meteorites and comets. Observations are made from the ground, on rockets and on satellites. Instrumental techniques include photography, spectroscopy, photometry, radar and plasma probes. Theoretical work is done in some areas.

Classes of Records

Planetary Sciences
NRC-HIA-50
Description: Correspondence, memoranda related to the topics listed below. *Topics:* Policy; general correspondence; auroral research; meteor research; rocket research; non-meteoritic sightings; auroral radar; planetary sciences field stations; Meteorite Observation and Recovery Project; upper atmosphere research data; astronomy and aeronomy; Aeronomy Newsletter; continuing observations of meteor phenomena; infrasound generated by meteors; continuing observations of auroral phenomena; infrared airglow research; thermal

plasmas in the ionosphere; plasma studies in the magnetosphere; eclipse effects in the ionosphere; theoretical modelling of geomagnetic pulsations; experiment for shuttle spacelab; infrasonic research.

Dominion Radio Astrophysical Observatory, Penticton, B.C.

The Observatory studies natural radio emissions from selected regions of the sky at various frequencies.

EDP Systems

- Maps of various regions of the sky obtained with the observatory's radio telescopes are stored on magnetic tapes and disks

Classes of Records

Radio Astronomy
NRC-HIA-60
Description: Correspondence, memoranda and radio maps. *Topics:* General correspondence; operation and administration; fires and fire protection.

Space Physics

The section conducts basic research into physical phenomena in space, specifically cosmic rays, plasma processes in the earth's magnetosphere and ionosphere and auroral mechanisms. Instrumentation is designed and constructed for experiments using rockets and spacecraft; data from these and other sources are analyzed and interpreted. A network of cosmic ray neutron monitor stations is maintained throughout Canada.

EDP Systems

- Cosmic Ray Neutron monitor and meson telescope data files for Canadian stations
- Data from ISIS 2 spacecraft — the energetic particle detector experiment
- Data from Magsat spacecraft — vector and scalar magnetometers

Classes of Records

Space Physics
NRC-HIA-70
Description: Information on basic research in space physics. *Topics:* General correspondence; auroral processes; Birkeland currents; cosmic rays; ionosphere; magnetosphere; space plasmas; McKay Street Cosmic Ray Laboratory.

Spectroscopy

The section studies small molecules and free radicals (unstable chemical species) by means of the electromagnetic radiation that they absorb or emit. The section has equipment that covers the range from the far ultraviolet (wavelengths of about 1000 angstroms = 10-5cm) to radio frequencies (wavelengths of about 50 cm). Some emphasis is placed on molecules of astrophysical importance.

Classes of Records

Spectroscopy
NRC-HIA-80
Description: General correspondence and information related to spectroscopic research. *Topics:* Policy; infrared spectra of polyatomic molecules; electronic spectra; vibrations in polyatomic molecules; spectra of molecular ions; laser-Stark and laser-Zeeman methods scanning infrared lasers; use of double resonance and two-photon spectroscopy.

Spectroscopy of Larger Molecules

The section carries out basic research on the spectra of molecules and transient species. The aim of the research is to establish the structures of these molecules and information concerning their dynamic properties. The research has many applications in chemistry, physics and astrophysics.

Classes of Records

Spectroscopy of Larger Molecules
NRC-HIA-90
Description: Information on research as outlined above; this research is also published in recognized scientific journals. *Topics:* Electronic and infrared spectra; molecules; free radicals; effects of magnetic and electric fields; astrophysical applications; two-photon spectroscopy; saturated absorption spectroscopy; microwave-optical double resonance.

Industrial Materials Research Institute

Director's Office

The Director's Office is responsible for the administration and operation of the Institute. It directs and correlates activities in the areas of policy, planning, program forecasting, estimates and contracts and contributes to the main function of the Institute which is to serve the needs of Canadian industry in an area of major concern — the technology of industrial and engineering materials. The institute carries out its scientific activities at Boucherville on the south bank of the St. Lawrence east of Montreal. The Institute's research program, oriented primarily towards the needs of the industrial sector, includes research in process technology, materials and service performance characterization, and systems and instrumentation.

Classes of Records

Administration
NRC-IGM-10
Description: Documents on the operation of the individual laboratory sections such as project planning and reports, program forecasts, research and development on industrial materials, travel and seminar information, replies to technical inquiries, and records on technical support — i.e., supplies and equipment, safety committee. *Topics:* Administration; liaison (with associations, industries, foreign countries, universities, federal departments, and provinces); Government Industrial Assistance Programs; finance; budget; operations-general; projects and project evaluations; tests; and technology.

Institute for Marine Dynamics

The Institute is a national facility providing assistance to both government and industry with design and performance studies of marine vehicles and structures and other hydrodynamic devices. A broad range of projects is undertaken involving theoretical and computer studies as well as laboratory and full-scale experiments in open water and in ice. Consideration is given to propulsion, manoeuvering, seakeeping, hydromechanics and ocean environment, with ultimate applications being used for ship design criteria, sea transportation, offshore exploration and development, fisheries, defence, search and rescue, law enforcement and safety.

Classes of Records

Marine Transportation Technology
NRC-IMD-10
Description: Administration and operational files, general technical correspondence, working and correspondence files containing technical and administrative detail of marine transportation research studies

and participation in societies, associations, conferences and government interdepartmental committees and working groups. *Topics:* Administration — policy, general correspondence, visits, lectures, exhibits; conferences and seminars; co-operation and liaison (with other government departments, universities, associations, clubs and societies, and foreign countries); buildings and properties; equipment and supplies; finance and personnel, operational — policy, general correspondence; research and development (general, for industry and for government).

Institute for Manufacturing Technology

The Institute for Manufacturing Technology has not been organized into discrete units. The objectives of the Institute are to conduct research in techniques and technologies that could lead to new or improved manufacturing processes and methods; to acquire and develop technologies to enable Canadian manufacturers to improve their productivity, quality of their products and competitivness; to contribute to the dissemination and adoption of new or improved production technologies in the Canadian manufacturing sector; and to assist in the training of manpower skilled in production, technologies and manufacturing science. Activity areas will be in artificial itelligence, CAD/CAM, integrated manufacturing, robots and mechanisms, and sensors.

Classes of Records

Administration
NRC-IMT-10
Descriptions: Policy, general correspondences; enquiries made and answered, administration and operation; external programs and contracts; publications; inventions and patents; research collaboration with industry, other government departments and universities; results of tests; inventory of equipment and stores items. *Topics:* Storage of information related to the planning, controlling and reporting of project and programs; the forecasting and use of financial and human resources.

Division of Mechanical Engineering

Director's Office

The division is composed of ten laboratory sections, the Manufacturing Technology Centre and the Administration and Services section.

The Director's Office is responsible for directing and correlating the administration and operation of the Division through the following activities: policy making, planning, program forecasting, estimating, entering into contracts, purchasing and materiel management. The Division conducts research and development in the areas of transportation, energy and industrial technology by providing a broad range of expertise and experimental facilities.

Classes of Records

Administration, Research, Testing
NRC-DME-10
Description: Information and correspondence on the operation of the individual sections and their interactions with each other, private sector clients and other government departments; the planning, controlling and reporting of projects and programs; and the forecasting and use of financial, physical and human resources. *Topics:* Policy; general correspondence; enquiries; administration and operations of Western Laboratory; visits, lectures, papers and talks; review of manuscripts and theses of staff; articles for publication; seminars; laboratory orders; firms offering testing, shop work, manufacturing assistance and facilities; exhibits and displays; inventions submitted; newsletters; photographs and publicity; pollution — general correspondence; Alexander Graham Bell Museum, Baddeck, Nova Scotia; monuments; divisional project management system; finance policy; general finance correspondence; equipment and supplies by sections; research by subject; research collaboration with industry; tests.

Analysis, Control Systems, and Human Engineering Laboratory

The Laboratory is concerned with the use of computers in engineering research and development and as aids to solving current industrial problems. Collaborative projects, usually with industry directly involved, define the needs for new computer technology development in the laboratory and provide for its effective transfer and use. Activity areas include transportation, control systems, industrial scheduling and signal processing.

The laboratory conducts research and development on the application of control theory and technology to a wide range of industrial and other control problems. In addition, it conducts research on human factors in manual control and man-machine interaction.

EDP Systems

- PDP-11/45 and PDP-11/60 with DECnet interconnection and graphics terminals — used in modelling and simulation of industrial and other control processes

Classes of Records

Analysis, Control Systems, and Human Engineering Laboratory
NRC-DME-20
Description: Information on the technology of computer modelling and simulation: facility development, hardware, software, methods and applications. Correspondence, memoranda and reports on the industrial and medical applications of automatic control and human factors studies information on computer modelling and simulation, distributed control and data highway development, communication characteristics of the human operator and collaborative studies with universities and government departments. *Topics:* General correspondence; technical inquiries; laboratory operation; digital and hybrid computing; trip reports by staff; research projects. Policy; technical enquiries; orthopedic and prosthetic appliances; heat exchange for brain cooling; specific control problems on copper refining; applications of fluid amplifiers; pattern recognition; effect of microwave radiation on birds; controlled wound healing; freeze-drying units; spinal cord cooling and monitoring; Transport Canada plate load test equipment; consultation with ND Directorate on support vehicles; Queen's University — interdisciplinary collaboration.

Engine Laboratory

This laboratory concerns itself with engine research as outlined below. All work conducted by the laboratory has strong industrial applications.

Classes of Records

Engine Laboratory
NRC-DME-30
Description: Correspondence, memoranda, reports, related to research on air cushion technology; energy conserving automotive power plants and fuels; aerodynamics and heat transfer in cooling of internal combustion engines; bearing design and operation, vibration prediction measurement techniques; gas turbine engines; aerodynamic theory and performance of turbo and reciprocating machinery, and on acoustics of machinery. *Topics:* Policy; general correspondence; enquiries; administration and operations; reports and publications; compressor design and performance of centrifugal compressor; engines — internal combustion; Vertical Take-Off and Landing (VTOL) fan-in-wing; VTOL propulsion tunnel; ceramic foam material; hybrid power plant system for automotive vehicles; air cushion hoverbed

geriatric bed; icing research; fan testing rig investigations; rotor dynamics; hydrostatic bearings aeroacoustics; tests for outsiders.

Fuels and Lubricants Laboratory

The laboratory conducts investigations and research into the use of all types of petroleum and associated products, with particular interest in development of laboratory test methods and their relationship with field use, future fuels for gasoline diesel and gas turbine engines, re-refining of used lubricants, engine fuel economy, low temperature operation, as outlined below.

Classes of Records

Fuels, Lubricants and Associated Products
NRC-DME-40
Description: Information on the section's administration, research and development work, committee correspondence, and miscellaneous enquiries and test work. *Topics:* Policy; general correspondence; enquiries; operations and administration; pollution — air, water; unconventional automotive fuel; publications; static charging of distillate fuels; work done for other divisions; diesel hydraulic propulsion unit; combustion and propulsion; bearing life of rotating electrical components; detection of explosives; tribology research; storage test of petroleum products; fuels and lubricants; re-refined oil; tests for outsiders; research and development — air, land and sea; Quality Engineering Test Establishment.

Gas Dynamics Laboratory

Work in the laboratory is concerned with the flow of fluids, mainly gases, in engineering applications. Gas flows range from small-quantity, high-temperature plasmas to the large continuous flow rates at ordinary engineering temperatures associated with prime movers, heat exchangers, industrial flues, smelting processes. Engine work is centered largely on industrial, marine and aviation gas turbines. Specialized experimental facilities for all the major components of gas turbine power plants are operated in co-operative research programs with industry. Other facilities allow the study of high-powered model propulsion systems at forward speed, small gas turbine aeroengines at altitude, industrial aerodynamics related to non-aeronautical applications and the internal aerodynamics of industrial ducting and flues. Heat transfer studies are related mainly to heat recovery systems, particularly those involving heat transport at small temperature differences from low-grade sources by various forms of heat pipes. Other activity is concerned with the use of high-pressure water jets for industrial cutting purposes.

Classes of Records

Engineering Gas Dynamics and Plasma Dynamics
NRC-DME-50
Description: Correspondence and reports related to the laboratory's internal research and co-operative programs with industry in the project areas of combustion, turbines, fans and compressors, internal aerodynamics, high pressure water jet technology, heat transfer, test facilities, experimental and theoretical plasma dynamics, numerical methods in plasma dynamics, and the application of fluid and plasma dynamics to industrial processes. *Topics:* Policy; general correspondence; general enquiries; administration; radio isotopes; liaison with universities; reports and publications; high temperature by means of shock waves; flow losses in ducts and bends; air bearing applications; two-phase heat transfer; Gas Turbine Locomotive Project; fuels and oil-quality reports; high pressure ratio turbine stages; water jet cutting; VTOL propulsion tunnel — VTOL research; combustion research; flaw detection in hot steel billets; thermo spraying; pump test facilities; tests for outsiders; industrial research and development; loan and disposal of equipment to outsiders.

Hydraulics Laboratory

The laboratory undertakes basic and applied research in the field of coastal and offshore engineering. Basic research studies are mainly in the field of simulation techniques of waves, tides and ice. Applied studies are carried out to determine forces on marine structures, stability of coastal structures and the development of ocean energy sources. Many projects are undertaken for Canadian industry.

Classes of Records

Hydraulics
NRC-DME-60
Description: Correspondence, memoranda on research studies pertaining to coastal and offshore engineering problems, including ocean energy. Raw data are kept in notebooks or on graphs and magnetec tapes (e.g., model tests); analyzed data are recorded in laboratory reports or files. *Topics:* Policy; general correspondence; enquiries; administration; computer-related correspondence; Computer Data Acquisition System (GEDAP); development of porous breakwater; pollution study — Ottawa River Hydraulic Laboratory; St. Lawrence Waterway Project — heat and ice studies; Sept-Îles Numerical Model Study; studies of Rideau River at Mooney's Bay; wave climate studies; wave forces; ice; motion of floating structures; ocean energy; Technical Advisory Committee — Beaufort Sea Artificial Island; tests for outsiders; research and development.

Low Temperature Laboratory

This laboratory conducts research in the low-temperature thermodynamic field on engineering problems associated with low temperature, ice and snow. A large proportion of the work is carried out with industrial involvement. Test work is conducted in cold chambers, icing wind tunnels and a helicopter spray rig for industry and for other countries.

Classes of Records

Low Temperature Laboratory
NRC-DME-70
Description: Information on research related to engineering problems resulting from low temperature, snow and ice, primarily in the transportation field; also on test projects carried out for, or in collaboration with, industry, other government departments, and foreign government agencies. *Topics:* Policy; general correspondence; enquiries; operation and organization; research on icing of fishing vessels; icing protection helicopters; general aircraft icing problems; icing protection of instruments and controls; investigation of absorption refrigeration systems; research on cold starting of engines, icing detectors, railway and track switch protection, cold weather problems, snow removal methods and problems, thermal refrigeration cycles, adhesion and removal of ice substrates, heat pumps, and sea ice dynamics; tests for outsiders — in cold chamber, in high-speed icing wind tunnel, in low-speed icing wind tunnel, in helicopter spray rig; research and development.

Manufacturing Technology Centre

The centre develops new manufacturing processes, provides advice on adaptation and introduction of existing and new processes for Canadian manufacturing industry and designs and makes equipment for experimental scientific work in-house and for transfer of technology to industrial sector.

Manuals

- Manuals for the operation and maintenance of machine tools and manufacturing facilities

EDP Systems

- Numerically controlled machine tools are operated by EDP tapes (part programming)

Classes of Records

Designing and Manufacturing Technology
NRC-DME-80
Description: Correspondence, reports, memoranda relating to information on the design of scientific and laboratory equipment, manufacturing methods and statistical information on machinery capabilities. *Topics:* Policy; general correspondence; enquiries; organization and administration; electrochemical machining; work orders; railway investigation — warning lights, Roller Test Rig; machine work for outsiders; other design engineering; reinforced plastics technology; electron beam welding; laser beam welding; numerically controlled machine tools; electro-chemical machining; electrical discharge machining; steel heat treatment; precision gear design and manufacture; research and development — general correspondence.

Railway Laboratory

The laboratory's main areas of responsibility lie in the development of facilities, techniques, programs (computer models) and devices to aid in the understanding and prediction of the behaviour of railway vehicles; the development of mechanical, optical, or electronic instruments to measure variables or manipulate matter — particularly in the railway environment (formerly including mechanical aids to surgery and to the handicapped); the provision of facilities, expertise and service in connection with the calibration of pressure sensing instruments; and the study and quantification of strength, safety, stability, dynamic response, longevity, vibration attenuation, lading restraint, and the passenger comfort of rail vehicles in relation to comparative or absolute standards in laboratory and field experiments, for a fee.

Manuals

- AAR Recommended Procedures
- RTC Directives
- Standard atmosphere tables

Classes of Records

Railway Laboratory Research, Development, Tests and Calibration
NRC-DME-90
Description: Correspondence, memoranda, reports, test work statements on the main areas of responsibility of the laboratory. *Topics:* Policy; general correspondence; enquiries; organization and administration; Committee on Train Dynamics and Lading Damage; development of tools to facilitate vascular orthopedic and plastic surgery; orthotic and prosthetic devices; development of aids to handicapped; gravity wave instrumentation; environment recording systems; pressure gauge calibrations; altimeters and airspeed; track simulator drive; rail car studies; railway computer modelling; VIA RDC Modernization Program; centre sill cracking in rotary dump iron ore cars; testing of subway cars.

Western Laboratory (Vancouver)

The laboratory specializes in three areas of mechanical engineering research that are of industrial or social importance: tribology (friction wear and lubrication) — the major emphasis of this work is on the friction and wear of non-metallic materials and the wear of rails and wheels; development of low-cost computerized design and manufacturing programming systems; and research and development into small-scale, low-cost socially and culturally appropriate mechanical technologies.

EDP Systems

- Laboratory rail and wheel wear data
- Software developed in laboratory for programming numerically controlled machine tools

Classes of Records

Tribology, Computerized Design and Manufacturing, and Mechanical Technologies
NRC-DME-100
Description: Correspondence, memoranda, reports relating to research and development on the wear of materials (mainly in machinery), rails, wheels and bearings; computerized manufacturing; and small-scale agricultural and logging equipment. *Topics:* General administration — policy; correspondence; enquiries; administration and operations; visits; lectures; papers and talks; manuscript review by staff; articles for publication; seminars; workshops; inventions; photographs and publicity; research files — tribology; materials; instrumentation; numerically controlled machines; manufacturing processes; mechanics and machine design; appropriate technology; research and development for outsiders.

Division of Microstructural Sciences

Director's Office

The division comprises five sections and supporting services.

The Director's Office is responsible for the administration and operation of the division by directing and correlating activities in the areas of policy, planning, program forecasting, estimates, contracts. The main functions of the division are to provide support in the physical sciences to aid Canadian industrial development; to conduct research in selected areas of physics applicable to long-term Canadian problems; and to perform basic and applied research both to support these roles and in the pursuit of knowledge.

Classes of Records

Administration
NRC-DMS-10
Description: Correspondence, memoranda, reports, statistics on the administration and operation of the division. *Topics:* Inquiries; visits to the division; visits and invitations to outside organizations; lectures, talks and papers presented by staff; review of manuscripts and theses; seminars and colloquia; inventions submitted to the division; patent and licensing activities; finance; equipment and supplies; work done for outsiders.

Condensed Matter Theory
NRC-DMS-20
Topics: Quantum Hall effect; superconductivity; organic superconductors; density-functional theory of plasmas, metals and liquid metals; amorphous silicon; point-contact spectroscopy of metals; pair potentials in transition metals; dielectric function of the electron gas; ice.

Quantum Microphysics
NRC-DMS-30
Topics: Transient electron and lattice dynamics in semiconductors; optical non-linear interactions at solids and surfaces; laser damage; quantized Hall effect and magneto-transport; magnons and phonons in mixed crystals; light scattering from surfaces; Raman spectroscopy of surfaces; ion and electron interactions with surfaces; solar thermal absorption.

Electronic Structure and Calorimetry
NRC-DMS-40
Topics: Calorimetry, electronic structure of pure metals; electronic structure of dilute alloys; electronic structure of intermetallic compounds and ordered alloys; effects of hydrostatic pressure on electronic structure of metals.

Molecular Beam Epitaxy
NRC-DMS-50
Topics: Molecular Beam Epitaxy equipment for the growth of III-V compounds and Group IV/Metals; superlattices, quantum wells; optical devices; X-ray mirrors; abrupt junctions; photoluminescence, Hall effect and other characterization techniques.

Electron Physics
NRC-DMS-60
Description: This section of Electrical Engineering is also a member of this division. For information, refer to the description under "Electrical Engineering".

National Aeronautical Establishment

Director's Office

The establishment is responsible for research and development on military and civil aviation, with particular reference to the support of the aviation industry and associated industries. The Director's Office is responsible for the administration of the establishment, and the management of the scientific programs of work within it. The office is also responsible for all external relationships, both national and international, that are within its mandate.

Classes of Records

Management
NRC-NAE-10
Description: The files contain material related to the orderly management of all programs and projects in the establishment, contracts and agreements relating to external commitments, correspondence with national and international clients, and material pertaining to NAE involvement in organizations devoted to the aeronautical sciences. *Topics:* Administration (general correspondence, national and international agreements and contracts, publications, technical enquiries, programs and projects, planning, conferences, laboratory operations, policy, aircraft accidents, AGARD, CAARC, publicityand inventions); research; tests and work done for outsiders.

Flight Research Laboratory

The laboratory is responsible for the flight research program of the NAE. This includes research on flying qualities and control, operational problems, atmospheric phenomena, aeromagnetics, aerial applications, Short Take-Off and Landing (STOL) technology, accident investigations, aerial reforestation and studies for the Canadian Armed Forces. The laboratory acts as a research service to industry and to other government departments. In support of its research program, it operates a small fleet of research aircraft.

Manuals

- File Classification Index

Classes of Records

Flight Research
NRC-NAE-20
Description: Design, operations and maintenance material on the aircraft in use; project files containing transactions on the individual research projects; material on international co-operative research arrangements; and records of projects involving other government departments and industry. *Topics:* Aircraft (by type); policy; general correspondence; military reconnaissance aircraft antisubmarine (MAD); development in airborne supply dropping; crash position indicator; computing facilities; advice and assistance on aircraft use in agriculture and forestry; forest fire control; air cushion vehicles; atmospheric turbulence; jet transport operating problems; airborne infrared techniques for resource survey; hail suppression techniques; airport fog dispersal; aerial spray systems and techniques; field experiments on drift; automobile crash detector, air data recorder playback; Vertical Take-Off and Landing (VTOL) and STOL projects; National Defence Convair 580 Project.

High Speed Aerodynamics Laboratory

The laboratory is charged with the responsibility for the maintenance, development and use of the five-foot supersonic wind tunnel on behalf of the Canadian aviation industry and National Defence. The internal research work is concerned with computational fluid dynamics, low-speed, high-lift wing systems, wings and bodies in transonic flow, flutter analysis and stores clearance. Work for external agencies consists of specific design development.

EDP Systems

- Aerodynamic data tapes given to clients under a contractual commitment are proprietary

Classes of Records

High Speed Aerodynamics
NRC-NAE-30
Description: Files on internal research projects and incoming contracts that contain documentary material, both technical and contractual, that govern the work done under them. *Topics:* Policy, general correspondence; travel; conferences; equipment; Canadian sounding rockets; flow field survey about cones at supersonic speeds; five-foot wind tunnel; separation of the three dimensional laminar boundary layer on a flat plate; two-dimensional augmentor wing study in a five-foot wind tunnel; flutter analysis and stores clearance; wings and bodies in transonic flow; computational fluid dynamics; three-dimensional interaction; wind tunnel techniques.

Low Speed Aerodynamics Laboratory

This laboratory is responsible for low-speed fluid dynamics research and development pertaining to aircraft design and development, wind power generation, ground vehicle aerodynamics, wind effects on civil structures, urban wind climate, fluid control and measurement devices, wind tunnel development, and contract research for the aircraft industry and National Defence in the field of aerodynamics.

Classes of Records

Low Speed Aerodynamics
NRC-NAE-40
Description: Information on contracts and agreements with external agencies, military and civil; individual projects; management matters, meetings and conferences. *Topics:* Policy; general correspondence; internal research projects; non-aeronautical aerodynamics; fluidic devices; wind power generator; energy research and development; vehicle aerodynamics.

Public Safety Project Office

This office acts as the NRC management centre for research projects concerned with public safety, with particular reference to the needs of the Canadian Association of Chiefs of Police and the Solicitor General of Canada. Its activities are concerned with crime countermeasures, public and police personal safety, equipment improvements and the detection of explosive ordnance devices.

Classes of Records

Public Safety Project Office
NRC-NAE-50
Description: Information on internal and external transactions concerning planning and projects, national and international crime countermeasures, individual projects, meetings, publications, contracts and policy. *Topics:* Administration; correspondence with outside organizations; operations; projects; committee study groups; crime countermeasures; fingerprinting; chemical agents; protective equipment; vapor detectors; image enhancement; patrol-car allocation; aviation security; missiles; emergency lighting; and radio-spectrum allocation.

Structures and Materials Laboratory

The laboratory is responsible (having particular regard to the needs of the aviation industry and defence) for research and development work on the static and dynamic performance of structures and materials. Other subjects of on-going research include single-camera real-time photogrammetry, biomedical materials, aircraft flight load statistics, non-metallic composite materials, accident investigation, computational stress analysis, aeroacoustics, and a load and acceleration calibration service.

Classes of Records

Structures and Materials
NRC-NAE-60
Description: Information on internal research, external commitments, agreements with other agencies in government and industry, management matters, meetings and conferences. *Topics:* Policy; general correspondence; G-meters; structural fatigue; road accidents study group; composite materials; acoustic excitation of structures; orthopedic implants and biomedical materials; Ottawa-Carleton computer traffic control system; metallic materials; structural analysis; real-time photogrammetry; calibrations; impact strength of structures; crack progagation; and theory of structures.

Space Technology Program Office

This office manages three space technology programs; the Canadarm Program and related Remote Manipulator System Technology Development Programs; the Canadian Astronaut Program; and the Space Station Feasibility Study Program. The function of the office is to define and control the activities carried out by various contractors, notably SPAR Aerospace, in relation to these programs, to manage all interactions with the National Aeronautics and Space Administration (NASA) and participating Canadian government agencies, and all interdivisional involvements within the NRC. This office also defines and develops the experiments to be carried out by Canadian Astronauts and ensures that their training program is complete.

Manuals

- Reference Manuals — NASA

Classes of Records

Space Technology Program Office
NRC-NAE-70
Description: Information on the management of the three programs — international and national agreements, the control of prime contractor costing and finance, all technical research and development within the programs, interfacing with the Space Shuttle and its subsystems, NASA procurements offsets, post-delivery support, RMS technology developments, astronaut experiment definitions, astronaut training programs, space station feasibility studies. *Topics:* Policy and agreements; finance; shuttle operational flights; product assurance; materials; failure analysis; configuration management; Simfac; Remote Manuipulator System; mechanical and electrical sub-systems; ground support equipment; CCTV and Lighting; schedules; Joint-Review Board; verification and tests; Astronaut program general correspondence; speaking engagements; equipment; training; space station studies; Canadian requirements studies; NASA studies.

Unsteady Aerodynamics Laboratory

The laboratory has responsibility for research on the dynamic stability of aircraft and missiles, the development of new wind tunnel dynamic test equipment and techniques, and for research on wings and bodies at hypersonic speeds. It also has ongoing projects concerned with trace vapor detection in particular reference to explosive devices and aviation security.

Classes of Records

Unsteady Aerodynamics
NRC-NAE-80
Description: Information on research conducted by the laboratory; includes documentary material on contract and co-operative research with the United States. *Topics:* Dynamic wind tunnel tests; helium hypersonic wind tunnel; oscillatory characteristics of wings and bodies; detection of explosives; trace vapor detection; techniques for dynamic testing.

Physics Division

Director's Office

The division comprises ten sections and supporting services.

The Director's Office is responsible for the administration and operation of the division by directing and correlating activities in the areas of policy, planning, program forecasting, estimates, calibration, contracts. It contributes to the main functions of the Division, which are to provide services and support in the physical sciences to aid Canadian industrial development; to conduct research in selected areas of physics applicable to long-term Canadian problems; to conduct research directed towards the improvement of social conditions for Canadians; to provide national facilities to the Canadian scientific community; and to perform basic and applied research both to support these roles and in the pursuit of knowledge.

Classes of Records

Administration
NRC-PH-10
Description: Correspondence, memoranda, reports, statistics on the administration and operation of the division. *Topics:* Enquiries; visits to the division; visits and invitations to outside organizations; lectures, talks and papers presented by staff; review of manuscripts and theses; seminars and colloquia; stores committee; lab orders; Newton apple tree; inventions submitted to the division; history project; patent and licensing activities; finance; equipment and supplies; work done for outsiders, NRC Advisory Board on TRIUMF.

Acoustics Section

The section conducts research on acoustics in areas related to health, the environment and industrial technology.

Classes of Records

Acoustics
NRC-PH-20
Description: Information related to research on sound propagation and environmental studies; sound and vibration in relation to health;

acoustical technology, devices, measurements and standards. *Topics:* Correspondence; couch noise; design and testing of ear defenders; design and calibration of circumaural earphones; noise survey in industrial plants; community noise (industrial, construction, transportation, domestic, outdoor sound propagation, noise legislation, committees on noise); exposure of man to noise; exposure of man to vibration, e.g., hand-arm vibration; microphone and sound level meter; sound reproduction; committee on hearing bioacoustics and biomechanics; seminar on noise and the community; technical planning and legislative control; advisory group on communicative disorders — U.S. National Institute of Health; specific projects — external and middle ear acoustics, earphone measurement techniques and hearing studies, hearing conservation techniques, effect of noise on sleeping persons, acoustical data processing, reduction of noise from small engines, and sound level measurement techniques.

Electrical and Time Standards

The Section carries on research in the fields of direct current standards; rf and microwave standards; electrical instruments; reactance standards; Josephson effect; cesium beam primary frequency standards; hydrogen maser frequency standards; secondary frequency standards and time scales; frequency calibration facilities; also responsible for time dissemination and CHU shortwave station.

Classes of Records

Electrical and Time Standards
NRC-PH-30
Description: Information related to research on physical standards of measurement (direct current, low-frequency alternating current, high-frequency alternating current); development of instruments and techniques of measurement; the international basis of time; primary frequency and time standards; and time dissemination. *Topics:* Correspondence; statistics in measurements; international intercomparisons of rf standards; research on standard frequency (NRC-CNRS cooperative work); talking clock; portable or flying clocks; commercial atomic clocks; daylight saving time; history of timekeeping; standard time zones; provincial legislation time zones; time signals requests; Bureau International de L'Heure; transmitter; antenna; licences; digital time and telephone dissemination; U.S.A. standard time and Daylight Saving Time (DST); satellite time dissemination; interference on infringement reports; *Daylight Saving Time Act and Regulations.*

Heat and Thermometry

This section maintains, improves and disseminates Canadian temperature standards. It also supports industrial thermometry through consultation and occasional development of instruments for measuring temperature or temperature-related quantities; develops instruments for physical and biological measurements in the ocean and transfers the resulting technology to Canadian industry; operates a divisional computer service; and carries on research into computer systems.

Classes of Records

Heat and Thermometry
NRC-PH-40
Description: Information on thermometry and temperature standards, and oceanographic measurements and instrumentation. *Topics:* Correspondence; oceanography; photometry; heat and solid state thermometry; resistance thermometry; thermocouple thermometry; optical thermometry; thermometric fixed points; properties of thermometric materials; and temperature scales; CODATA task group on fundamental constants; International Committee on Thermometry.

High Energy Physics

This section conducts research on high energy physics.

Classes of Records

High Energy Physics
NRC-PH-50
Description: Information on interaction of heavy nuclei in emulsions; meson and baryon spectroscopy; rare decays of nuons and pions; and instrumentation for particle physics.

Laser and Plasma Physics

The section works on high power laser development; excimer laser studies; generation and detection of ultrashort laser pulses; high power CO_2 laser-plasma interactions; laser-produced plasma diagnostics; visible, near infrared and X-ray streak camera development; and numerical studies of laser-plasma interactions.

Classes of Records

Laser and Plasma Physics
NRC-PH-60
Description: Information on high-power pulsed CO_2 laser-plasma interaction studies; radiative interaction experiments; high-power laser development; and laser photochemistry.

Mechanical and Optical Physics

This section conducts research into primary length standards; primary mass standards; length and mass secondary standards and derived measurement; laser frequency stabilization and measurement; and non-linear optical mixing.

Classes of Records

Mechanical and Optical Physics
NRC-PH-70
Description: Information on length and mass standards and calibration; laser frequency standards and optical coatings and filters. *Topics:* Policy; correspondence; thin film coatings; optical thin films; ABC unification of engineering standards; measurement seminars; and hardness measurements.

Optics

The section carries out research into photometric standards; colorimetric standards; performance characteristics of photoelectric receivers; spectrophotometry; spectroradiometry; absolute radiometry; reflectance standards; measurement of gloss; measurement of opacity; colour difference evaluations; colour vision; performance of optical systems; properties of optical materials and components; properties of photographic materials; design of optical systems; and solar simulation.

Classes of Records

Optics
NRC-PH-80
Description: Information on light and colour, optical instruments, and solar energy. *Topics:* Correspondence; colorimetry; photometry; calibration of aerial survey cameras; survey of tests on camera mounts; liquid crystals; working group on optical properties of paper; National Bureau of Standards collaborative reference programs; seminar on colorimetry and photometry; *Journal of Colour Research and Applications;* Reflectance Spectroscopy Committee.

Photogrammetric Research

This section carries out research on analytical on-line photogrammetry; satellite photogrammetry; electronic photogrammetric control systems, automation; geodetic problems related to photogrammetry; computational programs; orthophoto and stereo-orthophototechniques; basic geometry of aerial photographs; non-cartographic photogrammetry.

Classes of Records

Photogrammetric Research
NRC-PH-90
Description: Information on photogrammetric methods and techniques, aerial and space photogrammetry; engineering and medical photogrammetry; automation in photogrammetry and development of instruments. *Topics:* Correspondence; orthophoto system, photogrammetry, analytical methods in photogrammetry, ultrasonic techniques for medicine; development of an analytical stereo-plotter (The Stereorestitutor); close-range applications of photogrammetry; symposium on modern technology for Cadastre.

Materials Physics

The section performs research on crystal defects.

Classes of Records

Materials Physics
NRC-PH-100
Description: Research on crystal defects. *Topics:* Correspondence; structure and properties of crystal defects; plastic deformation of metals and alloys; cyclic deformation; solution hardening; microstructure in deformation and fatigue; surface effects in crystal plasticity; thermodynamics of deformation; dislocation cores.

X-Rays and Nuclear Radiations

This section conducts research into radioactivity; X- and gamma-ray exposure standards; absorbed dose calorimetry; radiation transport; chemical dosimetry; photoneutron measurements by time of flight; radiation physics; Bremsstrahlung spectral measurements; radiation chemistry; pulse radiolysis; chemical analysis by photon activation; neutron flux and dosimetry; nuclear spectroscopy; atomic effects; stopping power, photoelectric effect.

Classes of Records

X-Rays and Nuclear Radiations
NRC-PH-110
Description: Information on radiation dosimetry; radioactivity; electron linear accelerator; positive ion accelerator. *Topics:* Correspondence, linear accelerator group; radiation chemistry: pulse radiolysis; neutron measurements; radium certificates issued by XNR; radionuclide calibrations; neutron flux intercomparisons; accelerator projects; radium standards and substitutes; radioisotopes licences; research hazards and protective measures in transportation of radioactive materials; nuclear structure; neutron flux and dosimetry; Canadian Synchrotron Radiation Facility; dosimetry group; Advisory Committee on Ionizing Radiation Standards; Committee on Radiation Calibration Services in Canada, and Committee on Correction Factors.

Plant Biotechnology Institute — Support Services

The Institute conducts research in plant cell technology, plant molecular genetics, and microbial productivity, bio-organic chemistry and plant products technology. It is made up of five projects along with its Support Services — the Director's Office, Library, Research Illustration Group, Plant Engineering Services, Purchasing and Materials Group, NMR Facility and Mass Spectroscopy Facility. These are operated to assist the research programs of the laboratory and to provide scientific assistance to other research agencies, business and to public organizatios.

Director's Office

The Director's Office is responsible for the operation of the division, including aspects of planning, policy, budget, contracts and personnel.

Classes of Records

Support Services
NRC-PBI-10
Description: Information on on-going services to research inside and outside PBI. Records of the Director's Office, the Library, the Research Illustration Group, the chemical analysis groups, Plant Engineering Services and Purchasing are included. *Topics:* Correspondence; personnel and budget documents; progress reports and records of research; published research papers; library books and journals; records of operation of magnetic resonance and mass spectroscopy; records of building facilities and equipment; purchasing orders.

Plant Products Technology

This section develops new crop treatment and fermentation processes from laboratory scale up to industrially applicable scale. Special interests are large-scale methods for growing plant cells, production of protein and starch from legume seeds, cell production of alkaloids, production of pharmaceuticals from plant cells, assistance through contracts to process developers outside the government in all parts of Canada, and others.

Classes of Records

Plant Products Technology
NRC-PBI-20
Description: Information related to research on fermentation processes for bacteria and plant cells; the processing of cereal and legume crops. *Topics:* Correspondence; fermentation; alkaloids; phased culture; protein and starch; utilization of crops.

Plant and Microbial Productivity

This section studies the biology, genetics and biochemistry of plants and micro-organisms. Special interests are the growth and propagation of organisms, their uses in fermentations, in symbiosis, photosynthesis and nitrogen fixation and energy use in green plants.

Classes of Records

Plant Microbial Productivity
NRC-PBI-30
Description: Information on the biochemical function of lower organisms such as bacteria, fungi and algae; the degradation of wood by fungi; the conversion of carbon and atmospheric nitrogen to nutrient by plant-bacterial systems. *Topics:* Correspondence; contract documents; lignin and wood studies; nitrogen fixation; microbial biochemistry; blue-green algae and their metabolites; culture collection documents.

Bio-organic Chemistry

This section conducts research on the chemistry of naturally occurring materials from plants and allied organisms. Special interests are the analysis and synthesis of fats, amino acids, proteins and nucleotides;

the synthetic production and use of pheromones for insect pests; and on plant signal chemicals.

Classes of Records

Bio-organic Chemistry
NRC-PBI-40
Description: Information on the chemistry of naturally occurring substances, mostly of plant origin; the synthesis and analysis of fatty acid relatives and of proteins and amino acids; the development of sex attractants for insect pests. *Topics:* Correspondence; analytical charts and documents; synthetic methods; analytical methods; labelled molecules; insect sex pheromones; chemical taxonomy; chromatographic methods; spectroscopy.

Plant Cell Technology

This section studies the biology and biochemistry of plant cells. Special interests include the study of plant tissue cultures, protoplasts, the production and propagation of new plants, improvement of plant species and control of plant diseases, plant cell metabolism, molecular biology and cryobiology.

Classes of Records

Plant Cell Technology
NRC-PBI-50
Description: Information on cell processes in higher plants. *Topics:* Correspondence; production and manipulation of cell cultures; freeze-drying of plant tissues; regeneration of whole plants; fusion of cells; germplasm storage; hybridization; metabolism of cell cultures; and others.

Biomedical Engineering Research Program

The program co-ordinates and manages biomedical engineering at NRC and establishes long-term priorities and goals. It ensures that the program supports the objectives of NRC, particularly as they apply to the social and industrial aspects. The program consists of two laboratory sections entirely dedicated to biomedical engineering, and covers areas that include aids to the handicapped, medical devices and the effects of non-ionizing radiation.

Classes of Records

Biomedical Engineering
NRC-PBI-60
Description: Memoranda and correspondence dealing with the various aspects of the Biomedical Engineering Research Program. *Topics:* Correspondence; projects; CRCD/TASH policy (Canadian Rehabilitation Council for the Disabled/Technical Aids and Systems for the Handicapped); seminars.

Vice-President (Industry)

The Vice-President (Industry) has responsibility for NRC's Industrial Research Assistance Program and the Program for Industry/Laboratory Projects (PILP), which includes projects in other government laboratories. Other principal functions in this area involve NRC's relations with industry in Canada and an Office for Industry Policy Analysis.

Classes of Records

Industrial Development
NRC-IDO-10
Description: Information on program policy, cost-benefit reviews, industrial surveys, project proposals, program promotion, committee minutes, policy proposals and evaluations and program planning. *Topics:* Finance; projects; industry; provincial research councils; committees.

Industrial Research Assistance Program (IRAP)

Initiated in 1962, IRAP is the oldest continuous government program providing stimulus for industrial development and technological innovation. Through the system for IRAP contributions, NRC provides financial assistance to cover the costs of salaries for company research staff engaged in approved projects. Participating companies provide the research facilities and other expenses involved in the project and retain all titles and rights to the results of the jointly funded research. During the 1980-81 fiscal year, the program supported 447 projects in 354 companies with a budget of $20.9 million. The IRAP Secretariat also administers the Mini-IRAP program, and until their termination in March 1980, it administered the Scientific and Technical Employment Program (STEP) and the Scientific and Technical Employment Program Extension (STEPEX).

Manuals

- IRAP brochure describing the program and its "Conditions of Support"
- Mini-IRAP brochure

Classes of Records

Industrial Research Assistance Program (IRAP)
NRC-IDO-20
Description: Minutes of meetings, agendas, membership of CIRA committee, terms of reference for committee, policy and practices of committee, research proposals, research projects, company annual reports, project manager visit reports, liaison officer reports, financial disbursements and general administrative documentation. *Topics:* Administration; finance; projects for IRAP grants; invoices for IRAP projects; professional and trade associations; committees; industrial research institutes; provincial research councils; Mini-IRAP Program; Scientific and Technical Employment Program (STEP); Scientific and Technical Employment Program Extension (STEPEX); New Technology Employment Program (NTEP); Technical Co-operation Program.

Industry Policy Analysis

This office carries out industry policy analysis and analysis of industry programs in anticipation of and in response to management requirements.

Classes of Records

Industry Policy Analysis
NRC-IDO-30
Description: Information on the administration and operations of the office, visits to and from outside organizations, lectures and talks, seminars given by industry, enquiries, program analyses, policy papers, long-range plans and long-range plan themes, correspondence and working papers regarding new proposals and study projects.

Program for Industry/Laboratory Projects (PILP)

The objective of the program is to bring about the application and use of scientific and engineering knowledge in situations in which significant economic and social benefits to Canada can be foreseen. It is a co-operative program between Canadian industry and the federal government which offers financial contributions and assistance in the identification, development and marketing of technologies to which government scientific or engineering staff can make significant contributions. In addition, the Unsolicited Proposal Program is administered by PILP on behalf of Supply and Services Canada. It provides for contracting out of projects of interest to NRC divisions.

Manuals

- NRC Financial Management Manual
- Computer Use Manual (in preparation)

EDP Systems

- Computer storage of historical and current data

Classes of Records

Program for Industry/Laboratory Projects (PILP)
NRC-IDO-40
Description: Working papers, proposals, contract information, reports on visits, forecasts and estimates, budget information, Procurement Review Committee applications and conclusions, licences, correspondence and divisional review forms on Unsolicited Proposals and information on PILP projects and various fields of technology. *Topics:* Policy, general correspondence, administration and operation of program, enquiries, visits, lectures, licensing policy; finance; committees; company information; fields of technology; projects; Employment and Immigration Canada; co-operative projects with industry; unsolicited proposals.

Industrial Technology Advisory Service (IRAP-F,C)

The Industrial Technology Advisory Service (IRAP-F,C) provides scientific and technical information, advice and assistance to the Canadian manufacturing industry with the aim of helping to solve technical problems, improve production operations, increase productivity, identify opportunities resulting from technological developments and promote the utilization of research results in industry. Engineers are located across the country and provide direct in-plant, person-to-person contact with the firms — an essential element of successful technology transfer, particularly where smaller companies are involved. A central advisory service provides direct support to field staff by providing specialized knowledge and skills, facilitating access to NRC, federal and other resources and undertaking various field assignments.

EDP Systems

- Enquiry Index — an annual index prepared from a computerized listing of titles of enquiries answered by this unit

Classes of Records

Central Advisory Service
NRC-IDO-50
Description: Replies to enquiries from the manufacturing industry in the areas of chemistry, physics, engineering, electronics, metallurgy, elastomers (plastics and rubbers), the food sciences and environmental sciences; and on industrial engineering topics such as plant layout, productivity, materials handling, quality control, low-cost automation, production and inventory control and similar topics associated with manufacturing technology.

Field Advisory Service (ARAP-C)

The service provides scientific and technical information, advice and assistance to the Canadian manufacturing industry with a view to helping to solve technical problems, improve production operations, increase productivity, develop new processes, products or markets, reduce costs and increase profits and thereby contribute to the economic and social development of the country. The engineers and scientists located across the country provide direct, in-plant, person-to-person contact with the firms — this is an essential element of successful technology transfer, particularly for the small firms that have no engineering staff or other technical resources. (For field office locations, see Introduction.)

Manuals

- Diagnostique — A Procedure for Analyzing the Needs of the Small Manufacturing Enterprise

Classes of Records

Field Advisory Service
NRC-IDO-60
Description: Information on the assistance and advice provided to industrial clients in the areas of chemistry, physics, biology, mechanical-chemical-electrical-electronic engineering, plastics, rubbers, environmental matters, metallurgy, food technology and various industrial engineering topics such as plant layout, product quality, production and cost-control, value analysis, and other matters associated with production operations.

Technology Awareness Service

This unit assists industry by keeping it abreast of technological developments pertinent to their individual interests. By reading worldwide technical documentation and selecting articles of potential importance to industry, experienced engineers transpose, on a monthly basis, the titles of selected articles to a computer where they are matched against the "interest profile" provided by the individual firm. Subsequently the companies receive a listing of the titles of articles corresponding to their declared areas of interest. Copies of the original articles are provided upon request.

EDP Systems

- Titles of articles selected
- "Interest Profiles" registered by client firms
- Mailing lists of clients

Classes of Records

Technology Awareness
NRC-IDO-70
Description: Information on clients registered in the TIS Technological Awareness Program (including company name, address, interest profile), the services available to clients and general administrative matters. *Topics:* Company files by province; TIS policies, procedures, reports and surveys; budget — costs and expenses; cost recovery; client profiles; conferences. *Storage Medium:* Awareness information and the annual indices also retained on microfiche.

Vice-President (External Relations)

The Vice-President (External Relations) is responsibile for international relations, university relations and related operations, plus the Scientific and Technical Information Program including CISTI, and the NRC research journals.

Classes of Records

External and International Relations
NRC-EXREL-10
Description: Information on visits to and from outside organizations, both within Canada and abroad; passport procurements for NRC staff; responses to requests for financial assistance; correspondence regarding international scientific exchanges on science and technology for less-developed countries and with scientific counsellors at London and Washington. *Topics:* Administration; finance; committees; London Liaison Office; International Scientific Exchange; countries.

Canada Institute for Scientific and Technical Information (CISTI)

Director's Office

The institute is Canada's national centre for scientific and technical information, consisting of a central facility and 12 branches that serve the laboratory divisions of the National Research Council. The Director's Office is responsible for the administration and operation of the institute in fulfilling its mandate to provide the people and government of Canada with scientific and technical information services.

Classes of Records

Administration
NRC-CISTI-10
Description: Correspondence and documents on the operation of the institute such as project planning and reports; program forecasts, agreements, finance. *Topics:* Administration (policy, general correspondence, inquiries, administration and operation, lectures and talks, seminars and colloquia, reference privileges, training program, interlibrary delivery systems); CISTI operations; translation services; equipment and supplies.

Acquisitions Section

This section is responsible for acquiring by purchase and exchange all significant published material in the field of scientific and technical and biomedical information from worldwide sources. This includes books, periodicals, technical reports and conference proceedings in many languages and in different formats (e.g., printed or on films).

Classes of Records

Acquisitions
NRC-CISTI-20
Description: Records contain information related to acquiring publications for the CISTI library collection by purchase orders or exchange agreements — correspondence, invoices, payment records, processing services.

Branch Libraries

The 12 Branch libraries provide scientific and technical information services to the various divisions of the National Research Council, supplementing the library resources and services of the main facility.

Classes of Recaords

Branch Libraries
NRC-CISTI-30
Description: Information on the internal operations of the branch library service to the NRC and to services extended to external organizations. *Topics:* Libraries (by name) — Administration, Aeronautical and Mechanical Engineering, Chemistry, Physics, Electrical Engineering, Building Research, Sussex Drive, Industrial Materials Research Institute, Dominion Astrophysical, Victoria, B.C., Dominion Radio Astrophysical, Penticton, B.C., Energy Branch, Uplands Branch, Ottawa.

Cataloguing Section

This section is responsible for processing newly received publications for the CISTI library by creating a computer-based descriptive record of each item. These records are then used by the public to identify and locate items of interest by means of a computer terminal. The records are also available on microfilm.

Manuals

- Anglo-American Cataloguing Rules

Classes of Records

Cataloguing
NRC-CISTI-40
Description: Information on library automation systems, library computer applications, cataloguing rules, procedures and standards. *Topics:* CISTI Operations — (policy; general. correspondence; Dortmunder Bibliotheksystem (DOBIS).

Document Delivery Section

The section lends books and provides photocopies of articles to clients in response to requests. It is also responsible for providing information on the availability of translations of scientific and technical articles from foreign languages and of publications that are difficult to obtain, such as official publications of foreign government departments.

Manuals

- Interlibrary Loan Code
- Library Telecommunications Code

Classes of Records

Loans, Photocopies and Translations
NRC-CISTI-50
Description: Correspondence and documents on the provision of loan and photocopy services outside the NRC and information on the availability of translations from foreign languages. *Topics:* Information Services — policy, correspondence, loan of CISTI books to outsiders, photocopy service, microfiche copies of technical reports.

Health Sciences Resource Centre

The centre is responsible for providing a library reference service on health-related topics and for co-ordinating Canada's use of the U.S. National Library of Medicine computerized information service for medicine (MEDLINE).

Classes of Records

Health Sciences Resource Centre
NRC-CISTI-60
Description: General correspondence on the centre's library services, resources and the publications it produces. *Topics:* Policy; Health Science Serials on Order; Issue of Conference Proceedings in the Health Sciences; Advisory Committee to the Health Sciences Resource Centre; Survey Directory of Health Science Libraries in Canada; Canadian locations of journals indexed for Medline.

Information Services

Information Services provides scientific and technical information to the public in response to specific requests, using both computerized and manual searches of the literature. The section also operates a national on-line search capability for scientific and technical literature, (On-Line Enquiry System — CAN/OLE), as well as a national computerized current-awareness service (Selective Dissemination of Information — CAN/SDI), which regularly informs clients of the latest publications on a specified subject.

Manuals

- CAN/OLE User's Manual
- CAN/OLE Database Manual
- CAN/SDI Profile Design Manual

Classes of Records

Information Services
NRC-CISTI-70
Description: Correspondence with tape and data base suppliers, and with clients on details of services available, payment procedures, etc.; also information on the marketing of CISTI services in Canada, the CAN/OLE, the CAN/SDI, and the Information Exchange Centre. *Topics:* Chemical Abstracts Services; Institute of Scientific Information; publications; CAN/SDI tape services; Information Exchange Centre; Reference Department; Knowledge Source Index; bibliographic data bases.

Publications Section

This section is responsible for the production of CISTI publications for use by libraries throughout Canada, such as the Union list of Scientific Serials in Canadian libraries. It also produces publicity material describing the services offered by CISTI.

Classes of Records

Publications
NRC-CISTI-80
Description: Information on the preparation, production and ordering of CISTI publications.

Scientific Numeric Data Bases

These data bases allow scientists to access and manipulate scientific numeric data.

Classes of Records

Scientific Numeric Data Bases
NRC-CISTI-90
Description: On-line retrieval service of scientific numeric data, tape lease for private use. *Topics:* Infrared spectral data; crystallographic data; thermochemical data; and others.

Research Journals Publishing Office

The NRC publishes primary journals of research in various disciplines as a service to the scientific and engineering communities in Canada. The journals contain original reports of research written by scientists in Canada and abroad.

The Publishing Office is responsible for copy processing, setting of specifications for typesetting and printing contracts, production management, quality control, marketing and financial administration for the journals.

Manuals

- Instruction manuals for copy-editors

Classes of Records

Research Journals
NRC-RJ-10
Description: Information on the publication of Canadian research journals. *Topics:* Administration; space and accommodation; authority and policy on publications; general correspondence; advisory committees; typesetting, printing and distribution services; translation of abstracts; continuing agreements; abstracting of publications; Canadian journals of research committees; and manuscripts for publication in Canadian journals of research.

Vice-President (Personnel and Administrative Services)

The Vice-President (Personnel and Administrative Services) is responsible for the complete personnel function, including employment, collective bargaining and related personnel services. Others include all NRC central administrative services.

Research Projects Support Office

The office is composed of four operating sections and supporting services. Its function is to undertake, on behalf of laboratories and program offices, the administration and reporting of NRC research and development contracted out to industry or universities.

Classes of Records

Administration
NRC-RPSO-10
Description: Correspondence, memoranda and contracts related to the general administration and operation of the Research Projects Support Office, including enquiries made or answered. *Topics:* Status reports on contracted research and development, committee minutes, technical information and evaluations.

Public Relations and Information Services

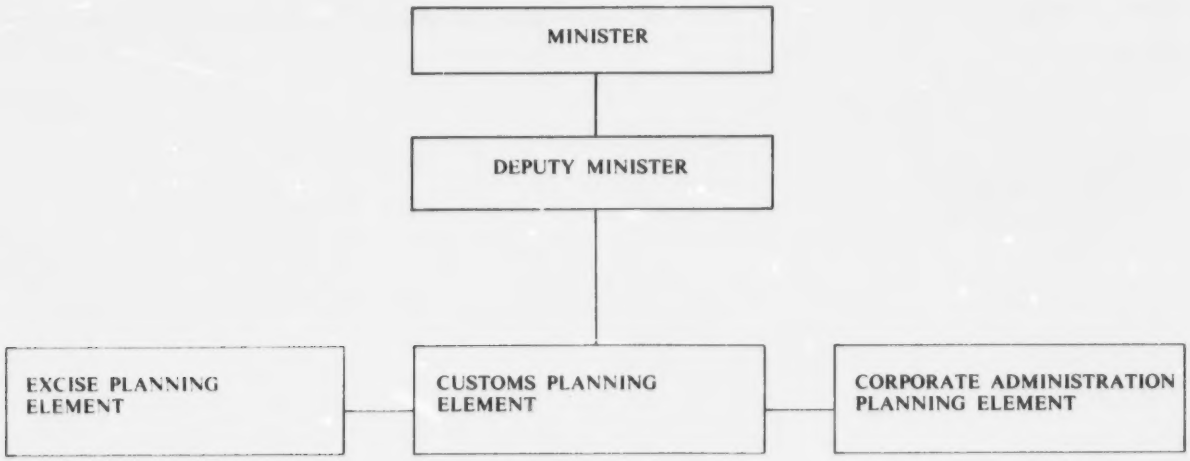
The Branch serves as a central source of general information about the National Research Council. By participating in exhibitions across Canada, arranging visits and open house events and generally responding to a wide range of enquiries it endeavours to provide information to the public that will keep it up-to-date and aware of the council's role, objectives, programs and achievements. It also acts in an advisory capacity and as a central resource in the implementation of information activities on specific NRC programs.

Classes of Records

Public Relations and Information Services
NRC-PRIS-10
Description: Information on general public information programs at the NRC. *Topics:* General administration; responses to enquiries from the media and general public; tours and visits, conferences and seminars; NRC publications, displays and exhibits; films and audio-visual material; graphics; photography; NRC Open House.

General-Use Series
NRC-GENUSE-10
Description: Information on the organization of international conferences; memberships, fees, minutes, annual reports regarding associations and societies; co-operation and liaison activities with universities, institutes, provincial and federal departments and agencies; commercial agreements with provincial research councils and federal government departments; interdepartmental committee correspondence and minutes; research agreements; correspondence, policy and guidelines on the *Canadian Human Rights Act*, status of women, access to information and privacy, Affirmative Action. *Topics:* Associations, clubs, societies; universities; institutes of technology; international conferences; commercial agreements; provincial governments; federal government departments; interdepartmental committees; Canadian Standards Association; publications; Status of Women; *Canadian Human Rights Act*; *Access to Information and Privacy Acts*, affirmative action; Advisory Board on Scientific and Technological Information; Scientific and Technological Information Services; research agreements.

Department of National Revenue (Customs and Excise)



- Tax Information
- Revenue Collections
- Verification and Enforcement
- Excise Duty
- Policy and Systems
- Program Management and Support

- Port Operations
- Regional Appraisals and Adjustments
- Interpretative Policy Determinations and Appeals
- Program Development and Systems Maintenance
- Program Management Support

- Corporate Management
- Personnel Administration
- Audit and Evaluation
- Public Relations
- Deputy Minister's Secretariat

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
NATIONAL REVENUE
CUSTOMS AND EXCISE
OTTAWA, ONTARIO
K1A 0L5

Background

The Customs and Excise division of the Department of National Revenue collects revenue on both imported and domestic goods and controls the movement of international travellers and product shipments of every description. Collections in 1983-84 amounted to $16.6 billion, or about one-quarter of all federal government revenue.

Laws and Regulations

- Customs Act
- Customs Tariff Act
- Anti-dumping Act
- Excise Act
- Excise Tax Act

Overall Responsibilities

Customs is concerned primarily with the control of people and goods across Canada's international boundaries, which comprise not only 114 crossings on our 8,893-km frontier with the United States, but also 17 international airports and 176 other locations in Canada where Customs service is provided. The other main function of Customs is collecting revenue, mainly import duties and taxes, through the administration of the *Customs Act*, *Customs Tariff Act*, *Anti-dumping Act* and 57 other Acts of Parliament that touch on matters as varied as illicit narcotics and firearms, animal diseases, and fisheries protection.

Excise administers the *Excise Act* and *Excise Tax Act* and is primarily concerned with the licensing of manufacturers and wholesalers; collection of sales and excise taxes on domestic and imported goods; collection of taxes on energy products, mainly petroleum and natural gas, on behalf of the Department of Energy, Mines and Resources; regulatory control of breweries and distilleries; and collection of excise duties on spirits and tobacco.

Legislation was introduced to extend Canadian Customs and Excise jurisdiction beyond the existing 12-mile limit to 200 miles, or the outer limits of the Canadian continental shelf. Changes put into effect June 30, 1983, made all equipment, vessels and supplies subject to Customs and Excise laws and regulations. Canadian manufacturers and suppliers to offshore rigs now have the same tariff and other protection as they do for goods imported into mainland Canada.

Key Contacts

- General Inquiries (613) 993-6220
- Media Relations (613) 993-6220
- Library and Reading Room (613) 995-0007
- Access to Information and Privacy Co-ordinator (613) 993-5102
- Legal counsel (613) 996-9754

Information Services

Customs recognizes that Canadians can comply with the law only when they know what is expected of them. For this reason, the department provides information and assistance to Canadians in several ways. The most convenient point of contact is one of the approximately 600 Customs and/or Excise offices throughout Canada, from St. John's, Newfoundland, to Victoria, British Columbia, and from Inuvik, Northwest Territories, our most northern office, to Pelee Island, Ontario, our most southern office location. Local, district and regional Customs and Excise offices provide assistance and answer questions relating to Customs and Excise matters, in person, by telephone and by correspondence.

General Information

Requests for news releases and general information on departmental policies, programs and activities, including publications (annual reports), should be directed to

Director
Public Relations Branch
Customs and Excise
Ottawa, Ontario
K1A 0L5
Telephone: (613) 993-6220

Publications

The following is a list of publications available free of charge from Customs and Excise offices or from our Public Relations Branch:

- Customs and Excise Organization Handbook
- Did you know that? — some statistics concerning Canada Customs
- Entering Canada to Study or to Work
- For Exporters Mailing Goods to Canada
- I Declare — summarizes duty-free exemptions, customs reporting requirements and federal controls on certain goods
- Importing a Motor Vehicle into Canada
- Importing Goods into Canada?
- Moving back to Canada
- Seasonal Residents
- Settling in Canada
- Value for Duty

Films and Video Cassettes

The following film and video cassettes are available on loan from our Public Relations Branch:

- A Convention in Canada (initiatives to facilitate holding a convention in Canada) — video cassette
- Customs and You (the role of Canada Customs) available on 16-mm film and on video cassette for the hearing impaired.

Other Publications

Excise News is a quarterly newsletter providing up-to-date announcements about Excise policy and legislative changes, advertising all other more specialized Excise publications available to the public and listing all new Excise rulings. Copies of individual rulings are available on request from

Excise Technical Support
National Revenue, Customs and Excise
Ottawa, Ontario
K1A 0L5

Excise rulings are also available directly by way of computer terminal from the RISE (Rulings Information System Excise) data base, maintained by Quick/Law Systems Limited.

Those wishing to access RISE directly should contact Quick/Law Systems Limited to obtain an account number and access code. Their offices are located at the following addresses:

6389 Coburg Street, Suite 440
Halifax, Nova Scotia
B3H 2A5
Telephone: (902) 429-7272

1018 Tower E
Place de Ville
112 Kent Street
Ottawa, Ontario
K1P 5P2
Telephone: (613) 238-3499

Head Office
797 Princess Street
Kingston, Ontario
K7L 1G1
Telephone: (613) 549-4611

36 King Street East
Toronto, Ontario
M5C 1E5
Telephone: (416) 862-7656

2160 Bow Valley Square IV
250 — 6th Avenue, South West
Calgary, Alberta
T2P 3H7
Telephone: (403) 262-6505

3869 West 13th Avenue
Vancouver, British Columbia
V6R 2S9
Telephone: (604) 224-1394

Access Procedures

All formal requests for access to information under the *Access to Information Act* should be made on the prescribed form and forwarded to

Co-ordinator, Access to Information and Privacy
Revenue Canada, Customs and Excise
7th Floor, Connaught Building
Mackenzie Avenue
Ottawa, Ontario
K1A 0L5
Telephone: (613) 993-5102

Access to information requests or general information concerning access to information and privacy may be directed to any of the regional co-ordinators.

The ‡ beside regional co-ordinators denotes the location of the regional public reading rooms. Inquiries concerning the information available in the reading rooms may be directed to any of the Regional Access Co-ordinators.

Regional Co-ordinators (Excise)

Atlantic

Regional Access Co-ordinator
Revenue Canada, Customs and Excise
Suite 200, 6169 Quinpool Road
P.O. Box 1658
Halifax, Nova Scotia
B3J 2Z8
Telephone: (902) 426-8474 or 2121

Quebec

‡Regional Access Co-ordinator
Revenue Canada, Customs and Excise
7th Floor
410 East, Charest Boulevard
P.O. 2117
Quebec, Quebec
G1K 7M9
Telephone: (418) 694-4614

Montreal

Regional Access Co-ordinator
Revenue Canada, Customs and Excise
7th Floor, 400 Youville Square
P.O. 6092, Station A
Montreal, Quebec
H3C 3H3
Telephone: (514) 283-3407

Ottawa

Regional Access Co-ordinator
Revenue Canada, Customs and Excise
360 Coventry Road
P.O. Box 8257
Ottawa, Ontario
K1G 3H7
Telephone: (613) 993-0040

Toronto

‡Regional Access Co-ordinator
Revenue Canada, Customs and Excise
4th Floor
25 St. Clair Avenue East
P.O. Box 1G0, Station Q
Toronto, Ontario
M4T 2L7
Telephone: (416) 362-8365

London

‡Regional Access Co-ordinator
Revenue Canada, Customs and Excise
3rd Floor, Dominion Public Building
457 Richmond Street
P.O. Box 5548
London, Ontario
N6A 4R3
Telephone: (519) 679-4145

Winnipeg

‡Regional Access Co-ordinator
Revenue Canada, Customs and Excise
13th Floor, Royal Bank Building
220 Portage Avenue
P.O. Box 1022
Winnipeg, Manitoba
R3C 2W2
Telephone: (204) 949-5502

Calgary

Regional Access Co-ordinator
Revenue Canada, Customs and Excise
Room 470, Federal Building
220-4th Avenue, S.E.
Calgary, Alberta
T2P 3B7
Telephone: (403) 231-5684

Pacific

‡Regional Access Co-ordinator
Revenue Canada, Customs and Excise
460 Nanaimo Street
P.O. Box 69090, Station K
Vancouver, British Columbia
V5K 4X2
Telephone: (604) 666-3119

Regional Co-ordinators (Customs)

Atlantic

‡Regional Access Co-ordinator
Revenue Canada, Customs and Excise
Halifax South Postal Station
6169 Quinpool Road
P.O. Box 3080
Halifax, Nova Scotia
B3J 3G6
Telephone: (902) 426-8594

Quebec

‡Regional Access Co-ordinator
Revenue Canada, Customs and Excise
2 St. André Street
P.O. Box 2267
Quebec, Quebec
G1K 7P6
Telephone: (418) 694-3089

Montréal

‡Regional Access Co-ordinator
Revenue Canada, Customs and Excise
6th Floor
400 Youville Square
Montreal, Quebec
H2Y 2C2
Telephone: (514) 283-7721

Ottawa

Regional Access Co-ordinator
Revenue Canada, Customs and Excise
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Toronto

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Hamilton

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10 John Street South
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London

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451 Talbot Street
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London, Ontario
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Telephone: (519) 679-4132

Windsor

‡Regional Access Co-ordinator
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185 Ouelette Avenue
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Winnipeg

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Federal Building
269 Main Street
Winnipeg, Manitoba
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Saskatchewan

‡Regional Access Co-ordinator
Revenue Canada, Customs and Excise
204 Towne Square
1919 Rose Street
Regina, Saskatchewan
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Telephone: (306) 359-6498

Alberta

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Revenue Canada, Customs and Excise
Room 730, 220-4th Avenue, S.E.
Box 2910, Station M
Calgary, Alberta
T2P 2M7
Telephone: (403) 231-4615

Pacific

‡Regional Access Co-ordinator
Revenue Canada, Customs and Excise
1001 West Pender Street
Vancouver, British Columbia
V6E 2M8
Telephone: (604) 666-1457

Public Reading Rooms

In addition to the above, there are departmental reading rooms at the following locations. For further information, contact the managing officer.

Customs Excise Library
2nd Floor, Connaught Building
Mackenzie Avenue
Ottawa, Ontario
K1A 0L5

Provincial Manager
Revenue Canada, Customs and Excise
Sir Humphrey Gilbert Building
Ducworth Street
St. John's, Newfoundland
A1C 5X8

Superintendent
Revenue Canada, Customs and Excise
Federal Building
Queen Street
Charlottetown, Prince Edward Island
C1A 7M8

Area Manager
Revenue Canada, Customs and Excise
189 Prince William Street
St. John, New Brunswick
E2L 4G3

Manager for Northern Alberta Operations
Customs and Excise
Room 312
10709 Jasper Avenue
Edmonton, Alberta
T5J 3N3

Area Manager
Revenue Canada, Customs and Excise
Room 107, 816 Government Street
Victoria, British Columbia
V8W 1X1

Program Overview

The general mandate of the department is established by the *Department of National Revenue Act*, which sets out a single program concerned principally with commodity taxation. As such, it is managed as a single program for greater organizational and financial efficiency and effectiveness. The department's program is separated into three planning elements — Excise, Customs and Corporate Administration.

1. The **Excise Planning Element** is made up of six sub-planning elements: tax information; revenue collections; verification and enforcement; excise duty; policy and systems; and program management and support.

2. The **Customs Planning Element** is made up of five sub-planning elements: port operations; regional appraisals and adjustments; interpretative policy determinations and appeals; program development and systems maintenance; and program management and support.

3. The **Corporate Administration Planning Element** is comprised of activities related to corporate management, personnel administration, audit and evaluation, public relations, and the Deputy Minister's Secretariat.

Excise Planning Element

Excise Branch

This Branch is responsible for the licensing of firms required to pay sales and excise taxes, air transportation tax, natural gas and gas liquids tax, and telecommunications programming services tax and excise duties; the supervision and control of the manufacture of products subject of excise duties (e.g., beer, liquor, cigarettes) or where excisable goods are used in the manufacture of products (e.g., cosmetics); the determination of the classification and value of goods for establishing tax liability; the assessment and collection of sales and excise taxes, air transportation tax, natural gas and gas liquids tax and telecommunications programming services tax and excise duties; the audit of books and records of firms licensed under the *Excise Act* and the *Excise Tax Act:* and providing general direction to nine Regional Excise Offices.

Tax Information Sub-Element

This Sub-element reviews licence applications; conducts licence investigations; issues and cancels licences; establishes administrative procedures for new licensees; determines and disseminates to taxpayers the departments's interpretation related to the classification and value for tax of goods, either by responding to individual requests or through general information bulletins.

Manuals

- Tax Interpretations Procedures Manual
- Excise Tax Memoranda
- Technical Support Internal Manual

Classes of Records

Interpretation Casework
RCCE-540
Description: Information and research on complex tax rulings, cases referred by the regional offices and the taxpaying public, and questions resulting from legislative policy changes, such as budget resolutions and Ways and Means Motions. *Topics:* General correspondence from taxpayers, Customs brokers, consultants and representative industries on specific tax rulings by commodity subject, e.g., transportation equipment, aircraft, energy conservation equipment, foodstuffs, fuel, electricity. *Storage Medium:* Index to tax rulings and Ruling Information System. *Retrievability:* Filed by subject number.

National Uniformity
RCCE-550
Description: Information on the monitoring and quality control of tax interpretation rulings, import entries and other tax information issued by the field. *Topics:* Ruling Card Index — developed from worksheets and copies of rulings from field offices; Import Entry Monitoring Monthly Report — results of tax interpretation monitoring of import entries. Rulings issued from field monitored by quality control. *Retrievability:* Cards and copies of rulings filed by commodity code.

Fair Price and Values Surveys
RCCE-560
Description: Information on investigations of individual companies for tax values for fair price purposes, and survey reports on marketing or pricing of various industries. *Topics:* Values for tax; computation of tax; specific company files; specific commodities such as lumber, truck bodies, wines, background information on fair prices. *Retrievability:* Filed by subject number and company name.

Field Development
RCCE-570
Description: Information on branch training initiatives and programs relative to tax interpretations, for both tax interpretations officers and auditors in the field and in headquarters. *Topics:* Work standards; casework procedures; licence investigation procedures; classification factors. *Retrievability:* Filed by subject.

Licensing
RCCE-580
Description: Information on taxpayers under the *Excise Tax Act* and the *Excise Act* from data received from the Excise regional offices. *Topics:* Licensee accounts from the regions: new accounts, changes, transfers, cancellations, reversals. *Storage Medium:* All data received are inputted into the Excise Licensee Information System (ELIS). *Retrievability:* Recoverable from weekly production reports.

Information Preparation
RCCE-710
Description: Information on the taxable status of goods, persons, institutions and others; and general inquiries from the taxpaying public, chartered accountants, associations and individuals. *Topics:*

Taxable status of construction materials, equipment for buildings, construction equipment, health goods, processing materials, public hospitals, certified public institutions, municipalities; farm dealership arrangements. *Retrievability:* Cases filed by product, province and name.

Rulings
RCCE-720
Description: Information on the eligibility of companies or commodities for exemption from sales or excise taxes and duties; eligibility for refund in the form of rulings — precedent and policy setting; and Tariff Board decisions under such fields as manufacturers and producers, values for tax, refunds, conditional exemptions, conservation equipment, containers and coverings, clothing and footwear, and other general commodity headings. *Topics:* Rulings (Automated Ruling Information System (RISE) and card file); automated index to the Excise Tax Information System (ETIS); background research from regions (work-sheets).

Revenue Collections Sub-Element

This Sub-element processes tax returns; receives, deposits and accounts for revenue; administers penalties for late payment; pursues delinguent taxpayers to obtain outstanding returns and/or payment; and deposits monies in a central government account.

Manuals

- Excise Collections Policy and Procedures Manual

Classes of Records

Excise Collections
RCCE-600
Description: Information on developing policies and procedures for collection of duties and taxes, specific taxpayer accounts, accounting procedures, accounting periods, and statistical information for inclusion in annual reports. *Topics:* Policy and procedures — legal; accounts; quality assurance; uncollectibles; outstanding arrears; failure to file. *Retrievability:* Ledger cards on debit and credits of taxpayer accounts are filed at the appropriate field office by company.

Verification and Enforcement

This sub-element conducts audits and verification acitivites to verify correct determination of taxes; verifies claims for refunds related to the *Excise Act* and the *Excise Tax Act*, including the *Gasoline Excise Tax Refund Regulations*; and requisitions refund cheques.

Manuals

- Audit Manual
- Computer-assisted Audit Program
- Excise Gasoline Tax Refunds Procedures Manual
- Headquarters Procedural Manuals
- Procedure Manual for Claim Tracing

Classes of Records

Excise Audit
RCCE-590
Description: Information on the auditing of taxpayers' records, including audit reports, audit statistics, audit EDP programs, practices and methods, taxpayer inquiries and departmental operating procedures and policies. *Topics:* Policy directives to the regions; commodity coding; refunds; Automated Responsive Audit Service Program; investigations; audit reports; licensee accounts and disputed assessments; duty audit programs on distilleries, breweries, wineries, bonded warehouses. *Storage Medium:* Automated Responsive Audit Service Program; Annual Information Report System. *Retrievability:* Filed by subject number. Information retained on computer tapes and disks by name.

Investigations — Gas Tax
RCCE-630
Description: Information on the identification of fraud or potential fraud by refund claimants, the provision of functional guidance to field offices, and the provision of an EDP support system for the field and headquarters. *Topics:* Investigation and audit; fraud cases; bulk purchases and permits; Gas Tax Regulations; policy letters — claimants' files; refund claims. *Storage Medium:* History files, audit reports, claims filed, cheque issuance, and the Gasoline Excise Tax System (claimant identification microfiche system).

Procedures — Refunds
RCCE-640
Description: Information on the processing of Applications for Refund of Federal Excise Tax on Gasoline: data and statistical collection. *Topics:* First-time claimants; pre-audit, pre-screening and scanning of refund applications; automated data on claimant history, and cheque issuance. *Storage Medium:* All information retained on computer tapes. *Retrievability:* The applications are on microfilm while the originals are filed in the Archives by cheque number.

Support Operations
RCCE-650
Description: Information on the tracing of refund claims and cheques as well as EDP maintenance procedures. *Topics:* Tracing of refund claims and cheques: status of claims; and EDP maintenance — Gasoline Excise Tax Systems. *EDP Systems:* All information held on computer tapes. *Retrievability:* Correspondence, requesting status or resulting in tracing action, is held on claimant's file. Filed alphabetically by name.

Investigations — Special Bureau
RCCE-880
Description: Information on investigations into cases of taxpayer fraud or evasion. *Topics:* Schedules of audits, narrative reports on investigation cases, prosecutions and proceedings. *Retrievability:* Cases are filed numerically and cross-indexed by name of company.

Excise Duty Sub-Element

This sub-element conducts audits and verification activities to verify correct determination of duties; and engages in monitoring and verification of operations in distilleries, breweries and tobacco manufacturers.

Manuals

- Excise Duty Policy and Procedures Manual
- Excise Duty Circulars

Classes of Records

Excise Duty
RCCE-610
Description: Information on the monitoring of licensees liable for excise duties under the *Excise Act;* the application of excise duty on alcohol, tobacco and tobacco products; warehousing of these products; the control of chemical stills; the application of alcoholometry; bonding of manufacturers; licensee information. *Topics:* Excise duty — general; alcohol and by-products; denatured alcohol; alcohol for fuel; beer and breweries; bonds; bonded carriers; distilleries; drawbacks and refunds of excise duty; druggists; exports; licences and permits; manufacturers in-bond; monitoring; samples for analysis; special Excise services charges; statistics; chemical stills; tobacco manufacturing; warehousing; weighing and measuring devices; wine and brandy; and labels for approval. *Retrievability:* Case files for breweries, distilleries and wineries, filed alphabetically by company.

Policy and Systems Sub-Element

This sub-element interprets applicable legislative provisions and develops programs, systems, and policies with respect to excise tax administration in general, and reviews and advises on issues related to litigation.

Manuals

- Litigation Procedural Manual
- Regulations and Remissions Manual

Classes of Records

Legislation
RCCE-680
Description: Information on aspects of existing or proposed legislation under study. *Topics:* Research on Air Transportation Tax; marginal manufacturing; Natural Gas and Gas Liquids Tax. *Retrievability:* Filed by subject.

Regulations and Remissions
RCCE-690
Description: Information on the development and amendment of Excise Regulations under the *Excise Tax Act* and *Excise Act* and recommendations on requests for remission of sales and excise tax and duty. *Topics:* Regulations on construction materials; clothing and footwear exemptions; energy conservation equipment; Gasoline Excise Tax Refund; Small Manufacturers or Producers Production Equipment Exemption, remissions — damaged goods remission order, coffin or casket remission order, automobile components remission order. *Retrievability:* Filed by subject number.

Tax Strategy — Appeals and Adjudications
RCCE-700
Description: Information on the preparation of the departmental position in Tariff Board appeals and court cases. *Topics:* Correspondence that prompted an appeal; departmental position reports; Tariff Board appeals; Federal Court cases; and research studies. *Retrievability:* Filed by subject and appeal number.

Program Management and Support Sub-Element

This sub-element provides executive direction and general administrative support to the planning element.

Manuals

- Performance Measurement Manual

Classes of Records

Excise Planning
RCCF-890
Description: Information on branch workplan development, workforce planning submissions to personnel and other branch planning projects. *Topics:* Multi-year operational plan; branch operational plan; branch program plan (Strategic Planning Submission); branch equal opportunity for women plan; and resource analysis and review.

Excise Secretariat
RCCE-900
Description: Up-to-date reports of daily and monthly revenues collected for the branch. *Topics:* Gross and net receivables from collections, reported on the Analysis of Accounts Receivable Form and on the Revenue Statistics and Supplementary Information Form; daily revenue collections by revenue code, reported monthly by regions, on the Domestic Excise Collection Form; excise duty report from each distillery or brewery submitted monthly by each region on a monthly Excise Duty Form; and Diplomatic Returns, a quarterly report filed on the Excise Duty Entry Form.

Performance Measurement Systems
RCCE-910
Description: Information on performance measurement for each region; national reporting; chief activity report to the Assistant Deputy Minister. *Topics:* Chief activity report to the Assistant Deputy Minister; Excise branch report, national summary of Performance Measurement System and general correspondence on Performance Measurement System; Assistant Deputy Minister's briefing book studies.

Excise Regional Operations

The nine Excise regional offices provide direct local contact for the public and the business communities with the department; enforce legislation in the areas of assessment, collection, and refund of all excise and sales taxes and duties; provide interpretation of rulings; perform licensee identification and investigations; conduct audits; and collect all monies owing. A regional office comprises the following five sub-planning elements; tax information; revenue collections, verification and enforcement; excise duty; and program management and support.

Classes of Records

Collections
RCCE-490
Description: Information on the implementation of departmental policies and procedures for collection of duties and taxes, specific taxpayer accounts, accounting procedures and periods, statistical information for inclusion in annual reports and refunds of taxes paid. *Topics:* Tax rulings; collections made; applications for licence; internal instructions; account numbers; requisitions for cheques on notice to delinquents on arrears of taxes; debits and credits by taxpayer name; statistical files — outstanding arrears; fiscal year reports; summary of trial balances; permanent file of uncollectibles; federal sales and excise tax returns (completed). *Retrievability:* Cases filed by licensee company name; ledger cards on debits and credits filed by taxpayer name.

Duty
RCCE-500
Description: Information on monitoring and auditing of licensees liable for excise duties under the *Excise Act* including licensee information, implementation of departmental operating procedures and directives under topics such as breweries, wineries, bonded warehouses, distilleries, and tobacco. *Topics:* Tax rulings; licensing status; statement of production; monthly return of excise duty and monthly return of licensed bonded manufacturer; annual inventory of chemical stills; general correspondence. *Retrievability:* Filed by licensee company name.

Tax Interpretations
RCCE-510
Description: Information on tax rulings issued in response to licensee requests. *Topics:* Taxable status of commodities; tax rulings letters; general correspondence. *Retrievability:* Filed by licensee company name.

Audit
RCCE-520
Description: Information on the audit of taxpayers' books and records, compiling audit reports, implementing departmental operating procedures and policies, and providing audit information in response to taxpayers' requests and needs. *Topics:* Assessments; purchases; goods jobbed; goods manufactured; sales and marketing practices; audit reports; third-party demands; general correspondence. *Retrievability:* Cases filed by licensee company name.

Licensing
RCCE-530
Description: Information on the licensing of taxpayers under the *Excise Tax Act* and *Excise Act*. *Topics:* Tombstone data; licence application forms; credits owing; arrears; cancelled accounts; transfers; reversals; uncollectibles; account numbers assigned; and information about licensee operations. *Retrievability:* Filed by company on computer tape.

Customs Planning Element

Customs is primarily concerned with exercising control over the movement of people, goods and conveyances crossing Canada's border. It is made up of five sub-planning elements: port operations; regional appraisals and adjustments; interpretative policy determinations and appeals; program development and systems maintenance; and program management and support. The various sub-elements fall under the purview of either, or both, Field Operations Branch and Customs Programs Branch. Field Operations is responsible for port operations and regional appraisals and adjustments. Customs Programs is responsible for interpretative policy determination and appeals, and for program development and systems maintenance. The fifth sub-element, program management support, is shared by both Field Operations and Customs Programs.

Field Operations Branch

This branch is responsible for operating the systems and procedures relating to the assessment and collection of import duties and taxes, and the examination and release of goods, persons and vehicles entering Canada. It is divided into twelve regions, each with its own headquarters headed by a regional collector.

Customs Regional Operations

Through varying numbers of ports, outports, reporting stations and enforcement officers, the regions implement the various programs developed to control international movement of people, goods and conveyances. They also provide a direct and convenient local contact for the public and business communities in providing the full range of customs services. Regional offices are located in Halifax, Quebec City, Montreal, Ottawa, Toronto, Hamilton, London, Windsor, Winnipeg, Regina, Calgary and Vancouver.

Port Operations

The objective of this component is to administer all relevant legislative and administrative requirements related to the international movement of people, goods and conveyances at the point and time of entry or exit, including the classification of all goods; the assessment, collection and control of related customs duties, taxes and other levies; the application of relevant provisions of statutes and regulations on behalf of other departments and agencies and referral to them as appropriate; the collection of import, export and international movement data; and the prohibition of entry or exit as appropriate.

Classes of Records

The following classes relate to actual documents and appraisal rulings that are unique to the individual regions. This information cannot be found at headquarters.

Regional Field Operations
RCCE-440
Description: Information on the application of the programs, developed by the International Traffic Directorate and the Operational Services Division, that pertain to the control of the international movement of people, goods and conveyances, the collection of revenue; entry examination and control; detection of smuggling; operation of warehouses; control of the operation of all modes of transport; and the primary inspection of services at all ports and outports. *Topics:* Transportation documents on all modes of bonded carriers — their manifests, special conditions such as diversions, temporary entry, freight forwarding; cargo, carrier and warehouse control; seizure reports; powers of attorney; uncollectibles — records of individuals, firms; Carrier Penalty Assessments; temporary entries; ships' registries; investigation case files; detention orders; cultural properties — export permits; and commodity code rulings. *Retrievability:* Bonded carriers are filed by mode of transport and alphabetically by company; warehouses are filed alphabetically by name and location; Customs House Brokers are filed alphabetically by name and cross-referenced by an assigned control number. *Special Access Note:* The written part of the Customs House Brokers examination is sent to headquarters for marking and retention. A more complete file on each warehouse is retained in each region.

Regional Appraisal and Adjustment Sub-Element

The objective of this component is to ensure, subsequent to preliminary appraisal of goods, that legislative and administrative requirements relevant to importations have been satisfied through reviews, rulings and appeals; to administer the tariff relief provisions of the Customs Tariff, Orders-in-Council and all relevant regulations; to investigate and, when warranted, recommend or undertake prosecution regarding cases of non-compliance with statutes and regulations administered by Customs.

Classes of Records

Regional Drawbacks, Refunds and Remissions
RCCE-430
Description: Information on remitting or adjusting duties and taxes by means of the drawbacks, refunds, and remission process, in accordance with the programs developed by the Tariff Relief Division; conducting audits used to verify the use of goods, and the volume of goods re-exported in order to establish elibility for Inward Processing Remissions. *Topics:* Surveys on specific industries pertaining to current manufacturing and marketing practices; background information required by the Interdepartmental Remission Committee; standing remissions orders; policies and directives on drawbacks, refunds, remissions, diversions, temporary entries, Canadian goods abroad, home consumption. *Retrievability:* Claim forms requesting drawbacks, refunds or remissions, filed by claim number at each regional office.

Regional Tariff Programs and Appraisal
RCCE-420
Description: Information on the actual application of the various programs under the Tariff Programs and Special Assessment directorates in areas such as tariff classification, Made in Canada status, value for duty, anti-dumping provisions, ruling enforcement and import surveillance. *Topics:* Correspondence with importers, exporters, brokers and other clients who are requesting a ruling or final decision regarding the tariff classification or Made in Canada status of imported goods, and the value for duty of used goods; the enforcement of valuation rulings or anti-dumping provisions by monitoring all import entries for compliance with existing rulings and to verify the amount of duty and taxes that should have been collected. *Retrievability:* All entries are filed numerically. Correspondence filed by tariff item number, subject and commodity, or subject and name of importer or exporter at each regional office.

Customs Headquarters Operations

This component of the Field Operations Branch is located in Ottawa and is responsible for providing co-ordination and liaison between the Customs Programs and Field Operations branches; providing advice to the Assistant Deputy Minister, Field Operations, on the use of field

resources, and assessing the impact of new programs on these resources; co-ordinating the specialized intelligence and investigation activities to ensure compliance with Customs and Excise and related laws governing the international movement of people, goods and conveyances.

Investigations Division

The Investigations Division is responsible for the direction of a program of audits and investigations of importer and transportation company activities for compliance, in order to ensure conformity with, or to discover violations or fraudulent activities against the laws, acts or regulations administered or enforced by Customs and Excise in respect of goods imported into, or exported from Canada; the provision of the investigative capability to act upon information, regarding alleged or known infractions, obtained from various operational sources.

Manuals

- Investigation Training Manual

Classes of Records

Audits and Investigations
RCCE-460
Description: Information on audits and investigations into possible, alleged or known infractions against the *Customs Act* and other related acts. *Topics:* Schedule of audits; narrative reports on investigation cases; co-operation and liaison with foreign customs agencies; enforcement; informants; infractions and penalties; prosecutions and proceedings; sales and excise tax; seizures; tariff; vehicles, permits; and statistics. *Retrievability:* Investigation case files are filed numerically and cross-indexed by name of individual or company.

Program Management and Support Sub-Element

The objective of this component is to provide management direction, planning co-ordination and central administrative services to all of the components of the Customs Planning Element. This planning element is a responsibility of both Field Operations Headquarters and Customs Programs.

Inspection and Interdiction Division

Within this sub-element the Inspection and Interdiction Division provides a support service to the Assistant Deputy Minister, Field Operations, and regional line management and Customs officers by directing the operation of the integrated intelligence system for Customs. This is accomplished through co-operation with Customs agencies of foreign countries and other international organizations and with domestic law enforcement agencies at the federal, provincial and municipal level. This information is supportive of the department's ability to isolate patterns and trends on known or suspected Customs violations and violators. This information is primarily used to notify Customs Offices of those likely to circumvent the Acts and regulations the department administers. It includes information on individuals and companies who are suspected of or who have committed previous infractions, and general information profiling high-risk commodities and methods of operation.

Manuals

- Intelligence Officers' Manual
- Intelligence Officers' Training Manual (Basic Course)
- Intelligence Officers' Training Manual (Advanced Course)
- Automated Intelligence Customs Service — Reference Manual

Classes of Records

Customs Intelligence Data
RCCE-450
Description: Information on establishing information exchange contacts and collating, analyzing and disseminating information on potential risk situations, modus operandi and other information on actual and potential violations. *Topics:* Criminal history (offence-related data); profiles of individuals, companies, and organizations considered to be high-risk possibilities; information on persons and companies, suspected of or known to have committed infractions; commodity information; commodities likely to be smuggled; modus operandi; methods of concealment, etc.; demographic considerations. *Storage Medium:* Automated Intelligence Customs Service (AICS) system. *Retrievability:* Investigation case files are filed alphabetically by name of individual, company or organization; vehicle, vessel, aircraft data is filed alphabetically and by licence number; other data, such as commodity and type of offence, are filed alphabetically.

Operational Support Division

The Operational Support Division is responsible for the analysis and evaluation of the efficiency, effectiveness and responsiveness of field resource utilization; developing and managing a comprehensive information system on all aspects of the execution of the programs of Customs; administration of the Customs Uniform and Capital Construction Programs; interpretation of overdue accounts-receivable policy and controlling its application at the regional level; and provision of planning and resource analysis for the Field Operations Branch and administrative services for its headquarters component.

Classes of Records

Resource Analysis, Planning and Administration
RCCE-480
Description: Information on the management of field resources, branch planning and administrative functions. *Topics:* Personnel; finance; accommodations; branch planning activities.

Field Liaison Division

The Field Liaison Division is responsible for the provision of support services to the Assistant Deputy Minister, Field Operations, and to regional line management in order to promote consistency of operational activities in the field, to provide for field input into policy and procedural development, and to serve as a catalyst for resolution of operational problems. Consults with all other branches to resolve operational problems and provides assistance in implementing new programs, reviewing audit observations, and monitoring field activities.

Classes of Records

Field Liaison
RCCE-470
Description: Information on appraising and measuring the effectiveness of regional operations; monitoring the operations of international airports and ports, including those in the Arctic and Northwest Territories; controlling the quality and effectiveness of systems, such as automotive release and entry and postal operations; monitoring field activities and identifying and recommending solutions to problems of enforcement and effectiveness; and investigating and answering complaints from the general public. *Topics:* Field liaison — general; automation; Automotive Release and Entry System; bonds and bonding; co-operation and liaison with other federal departments; enforcement; international traffic; passenger traffic; legal procedures; monitoring; operations and procedures; projects; quality assurance; special events Canada; special assessments; tariff — classification; valuations; training; operational complaints. *Retrievability:* Files are

maintained by case (alphabetically) by name of airport, region and dog project.

Customs Programs Branch

Customs Programs is responsible for maintaining and controlling administrative programs and operational systems pertaining to the international movement of people, goods and conveyances; and enforcing the regulations of other departments and agencies as they pertain to such movement. It is divided into six major divisions: Operational Policy and Systems Development, Tariff Programs, Adjudications, Program Development, Assessment Programs and Management Systems and Services.

Interpretative Policy Determination and Appeals Sub-Element

Tariff Programs Division

This division is responsible for the development of national policies, systems and procedures concerning tariff classification, tariff status and tariff relief. This includes administrative policy, systems and procedures on the tariff itself, individual tariff items (except returning Canadians and settlers), the Made in Canada system, the End-Use system, prohibited importations (except firearms), the refunds system, drawbacks and remissions. Legislation administered includes the Customs tariff (except the provision for subsidized goods and surtax) and Schedules A, B and C thereto, the appeal provisions of the *Customs Act*, other provisions of the *Customs Act* relating to drawbacks, and many standing and special Orders-in-Council relating to the remission of duty or exemption from prohibition on imported goods, particularly, the Machinery Remission program, the Auto Pact, Temporary Entry, Inward Processing, Canadian Goods Abroad Remission Order, Articles for Special Use Remission Order, Obsolete or Surplus Goods Remission Order, Goods Not as Ordered Remission Order.

The division is also responsible for administrative policy, systems and procedures in respect of the appeal provisions in the *Customs Act* and for the processing and settlement of appeals in respect to tariff classification, tariff status and tariff relief matters.

It is divided into five directorates: Tariff Policy and Systems Development; Primary Industries; Industrial and Consumer Goods; Machinery and Transporation; and Prohibited Importations and Administrative Services.

Manuals

- Departmental Consolidation of the Customs Tariff
- Drawback Officers Manual
- Refunds Manual

Tariff Policy and Systems Development Directorate

This directorate is responsible for the development of national administrative policies and systems concerning tariff classification, tariff status, drawbacks, refunds and remissions issues. The directorate consists of a Policy Review and Systems Unit with policy specialists in the primary functions of tariff classification, tariff status and appeals, and drawbacks, refunds and remissions. The directorate is responsible for staffing the position of Secretary to the Interdepartmental Remission Committee and providing representation on this committee for the Department of National Revenue. Examples of major activities with national implications carried out in this directorate include performing an independent policy review function when departmental decisions or tariff policy is challenged; co-ordinating divisional input and representation at interdepartmental or international forums; developing policies, systems and procedures to ensure effective application of end-use tariff items and developing complex or major policies which cross industry sector boundaries; liaising with and co-ordinating reports, returns, documents, etc. for all inter and intra-departmental contacts, e.g., Department of Finance; External Affairs; Department of Regional Industrial Expansion; Assessment Programs; Audit and Evaluation; and Excise, to ensure that Customs and Excise concerns are taken into account when other legislation is being developed.

Primary Industries, Industrial and Consumer Goods, and Machinery and Transportation

These directorates are known collectively as the Industry Group and are responsible for the development and implementation of administrative policies, programs and guidelines in respect of tariff classification and tariff relief matters; for the functional guidance of Customs personnel in the field; and for developing and maintaining contact with and providing protection, assistance and advice to the Canadian business community.

In addition, the directorates are responsible for verifying and ensuring compliance with the policies of the division. This involves the monitoring of tariff program activities in the field, the processing in headquarters of formal and informal appeals of decisions, policies and rulings, and the conduct of cases appealed to the Tariff Board on the Federal or Supreme Court.

Primary Industries is responsible for developing policies, programs, guidelines and directives pertaining to tariff classification and tariff relief issues concerning animal and vegetable products; chemicals, plastics and allied products; and wood and paper products imported for production by Canadian industry.

Industrial and Consumer Goods is responsible for developing policies, programs, guidelines and directives pertaining to tariff classification and tariff relief issues concerning mineral, glass, stone and metal products; textiles, leather and clothing products; health and education products; toys and sporting goods; and specialty products imported for production by Canadian industry.

Machinery and Transportation is responsible for developing policies, programs, guidelines and directives on tariff classification and tariff relief issues concerning imported machinery and electrical products, motor and other vehicles, and ships and aircraft products for Canadian industry. In addition, the directorate provides technical expertise on administrative matters pertaining to the Machinery and Equipment Advisory Board and various industrial incentive programs (remissions). **Note:** These three directorates share the following classes of records.

Classes of Records

Rulings and Appeals

RCCE-180

Description: Information on the determination of tariff classification and the investigation of appeals under various major industry fields such as animal and vegetable products; chemicals, plastics and allied products; wood and paper products; mineral, glass, stone and metal products; textiles, leather and clothing products; health and education products; toys and sporting goods; specialty products; machinery and electrical products, motor and other vehicles, ships and aircraft products. *Topics:* Correspondence used in determining and issuing rulings on classification or tariff relief matters; appeal documents; entries; Tariff Board cases; court cases; Deputy Minister's decisions. *Retrievability:* Files are arranged by tariff item number.

Made in Canada
RCCE-190
Description: Information on tariff surveys and studies respecting Made in Canada legislation on imported goods in light of changing trade patterns, technological developments, and evolving manufacturing processes. *Topics:* Made in Canada inquiries; reports; studies on the status of imported goods under the major industrial headings (machinery, textiles, metals).

Rules of Origin
RCCE-200
Description: Information on the determination of tariff treatment in accordance with the Canadian rules-of-origin regulations and trade agreements. *Topics:* Inquiries; reports; requests for information; investigations and final decisions on such things as entries; invoicing; preferential tariff; and direct shipment. *Retrievability:* Files are arranged by subject and country.

Tariffs
RCCE-210
Description: Information on the overall functions and programs that concern the whole division. *Topics:* Machinery remission orders; Auto Pact; temporary tariff items; prohibited goods and privileges; Customs and Excise laboratory reports. *Retrievability:* Files are arranged by tariff item and commodity.

Remissions
RCCE-220
Description: Information on the eligibility of companies for types of commodities for exemption or remission of duties and taxes under standing remission Orders-in-Council, special remissions, and applications to the Interdepartmental Remission Committee. *Topics:* Applications, background information, research data and decisions relating to standing remission Orders-in-Council; special remissions; Canadian goods abroad and temporary entry provisions. *Retrievability:* Cases are filed by company name and Order-in-Council number.

Drawbacks and Refunds
RCCE-230
Description: Information on the drawbacks of Customs duties on exported goods, the refunds of Customs duties under various regulations (excluding appeals) and the remission of Customs duties via drawback for specific commodities. *Topics:* Correspondence on drawbacks — claims and claimants; refunds — claims and claimants; exports; obsolete or surplus goods; railway rolling stock; ships' stores; home consumption; spirits exported. *Retrievability:* Subject files and case files are arranged by company name. Refund and drawback claims are filed by claim number and held in the various regional offices.

Industrial Incentive Programs Audit
(Automotive and Special Remission)
RCCE-240
Description: Information on the review of production reports and audits of manufacturers' production costs under the authority of the Special Remission Programs. *Topics:* Correspondence, production reports and audits pertaining to the Special Remission Programs governing the manufacturing of vehicles and parts under the Motor Vehicle Tariff Order (1965); the British Commonwealth Content Qualifications; front-end loaders; off-highway vehicles; and the Television Remission Program. *Retrievability:* Cases are filed by company name.

Tariff Relief
RCCE-250
Description: Information on the functions of the Industrial Incentive Programs Audit Unit. *Topics:* Regulations of other departments; regulations of other countries; payment of claims withheld to offset debts due to the Crown; post-audit procedures; entries and invoices; seizures arising from drawback or refund investigations; and trade talks and negotiations. *Retrievability:* Files are arranged by subject, company, country or department.

Prohibited Importations and Administrative Services Directorate

This directorate consists of three main sub-units: Administrative Support; Technical Reference Systems; and Prohibited Importations.

Administrative Support is responsible for all administrative support activities, such as co-ordinating and assembling divisional plans, budgets, staffing, accommodation, reception, maintenance of directives, tariff management information systems, tariff research, documentation, verification of debts to the Crown, authorization of set-off requests for drawbacks, refunds, and the co-ordination of quality control support measures (monitoring).

Technical Reference Systems is responsible for the provision and maintenance of technical indices related to tariff classification and tariff relief matters (e.g., tariff classification, prohibited goods, consumable goods rulings indices). Files are arranged by commodity and exporter.

Prohibited Importations is responsible for the headquarters administration of Schedule C of the Customs Tariff as it relates to importations of prohibited goods of a treasonable, seditious, immoral or indecent character. The unit is concerned with rulings, appeals to the Deputy Minister, and ministerial correspondence.

Assessment Programs Division

This division is responsible for the administration of the department's anti-dumping, countervail and surtax programs as well as the administration of the valuation provisions of the *Customs Act* at headquarters. This concurrent administration largely involves the conduct of investigations relating to imported goods, the assessment of applicable duties and the processing of statutory appeals from decisions relating to such duties. The division is comprised of three major areas: Analysis and Investigations, Enforcement and Appeals, and Program Administration.

Analysis and Investigation Directorates

There are four analysis and investigation directorates each, in turn, possessing three discrete operational "units". Defined on a commodity basis, these directorates are responsible for all facets of anti-dumping and countervail investigations into allegations pertaining to dumped or subsidized imports, the conduct of value for duty investigations and the conduct of studies relating to specific industry sectors sensitive to import competition.

Manuals

- Legislative Manual
- Logistics Manual
- Appraisers Procedures Manual

Classes of Records

Anti-Dumping Investigations
RCCE-310
Description: Information on the analysis of complaints alleging injurious dumping and resultant investigative activity. *Topics:* Original complaint; initial evalution and investigation; detailed investigation; inquiries to importers and exporters; calculations and working papers; submissions to the Anti-dumping Tribunal. *Retrievability:* Files are maintained by commodity. Certain data relating to investigations may be of a proprietary or sensitive nature and cannot be released.

Valuation Investigations
RCCE-260
Description: Information on the investigation of the value for duty of imported goods. *Topics:* Import statistics; importer and exporter inquiries; calculations and working papers; exporter instructions; documentation. *Retrievability:* Files are maintained by subject and commodity. Certain data relating to valuation investigations may be of a proprietary or sensitive nature and cannot be released.

Countervail
RCCE-300
Description: Information on the analysis of complaints of the allegedly injurious importations of subsidized goods and the possible requirement for imposition of a countervailing duty. *Topics:* Evaluation of complaints, conduct of investigations, calculations and working papers. *Retrievability:* Files are maintained by commodity. Certain data relating to countervail investigations may be of a proprietary or sensitive nature and cannot be released.

Enforcement and Appeals Directorate

This Directorate is responsible for the enforcement of anti-dumping rulings subsequent to an injury finding by the Anti-dumping Tribunal, as well as the enforcement of countervail and surtax Orders-in-Council. The Directorate is similarly charged with the enforcement of program rulings respecting value for duty. The disposition of appeals against valuation and anti-dumping rulings is also administered by this area.

Manuals

- Valuation Ruling Enforcement Manual

Classes of Records

Appeals
RCCE-800
Description: Information on the processing of appeals against anti-dumping and valuation rulings. *Topics:* Appeal documents and working papers relating thereto. *Retrievability:* Records are filed by appeal and by exporter.

Enforcement
RCCE-270
Description: Information respecting the enforcement of the Anti-dumping Tribunal's findings, specific valuation rulings, Orders-in-Council relating to countervail and surtax matters. Information on import surveillance and the monitoring of valuation and anti-dumping functions in the field. *Retrievability:* Records are filed by case number.

Central Index
RCCE-280
Description: Information on current and past investigational activities and incoming formal appeals. *Topics:* Formal appeals and their disposition; results of investigations; legal opinions. *Retrievability:* Records are filed by case, exporter and country of export.

Program Administration Directorate

This directorate is responsible for developing and maintaining programs, systems, policies and procedures pertaining to all legislation for all divisional anti-dumping, countervail and surtax, and valuation matters. It is also responsible for administrative matters, such as staffing, for the division as a whole and the co-ordination of overseas foreign office operations.

Classes of Records

Policy and Systems
RCCE-290
Description: Information on the development of Canadian legislation covering anti-dumping, countervail and surtax and the development and review of systems and procedures relating to the application of these programs; liaison with other departments and other branches and divisions within Customs; foreign trade; and tax legislation. *Topics:* Legislation; policy and technical interpretation of anti-dumping; countervail and valuation programs; correspondence and manuals; documents covering departmental participation at General Agreements on Tariff and Trade (GATT) meetings; studies and reviews on trade and tax legislation of foreign countries.

Foreign Offices
RCCE-330
Description: Information on conducting anti-dumping and valuation investigations on behalf of headquarters' line directorates, the management of external relations, and the provision of a direct liaison on customs tariff and customs facilitation matters, trade talks and negotiations. *Topics:* Determination of normal values, fair market values, export prices and tariff classifications of imported goods; Annual Country Assessment Review; external relations; inspection services of Canadian missions abroad; consolidation of Canada's foreign service; co-operation and liaison with officials of other countries, the Brussels European Economic Council, the Customs Co-operation Council, and other international bodies. *Retrievability:* Cases are filed by individual post and nature of investigations and are held by headquarters' line divisions, with the foreign offices retaining only the portion essential in the event of any follow-up investigation.

Adjudications Division

This division is responsible for ensuring that the forfeiture provisions of the *Customs Act* are applied in a uniform and equitable manner across Canada; that the public is afforded a high degree of protection from unnecessary seizure action; that a claimant is given the opportunity to make representations pursuant to Section 161 of the *Customs Act;* to ensure that decisions rendered under Section 163 of the *Customs Act* are in accordance with law, equity and jurisprudence and are defensible before the Federal Court. The division is responsible for initiating collection of unpaid assessments when a debt has been established in the Federal Court.

Classes of Records

Seizure Adjudication
RCCE-150
Description: Information on the actual seizure of goods for alleged infractions of the *Customs and Excise Acts* as contained in the actual case files. *Topics:* Seizure reports from regional and headquarters personnel as well as the Royal Canadian Mounted Police; register of seizures, which includes a general description of goods seized from individuals or firms; ascertained forfeitures where goods are unobtainable, including a general description of the goods, the reason(s) for seizure and the seizing officer's report, on a case-by-case basis. *Retrievability:* Cases are filed by number and cross-indexed alphabetically by name of company or individual.

Collections and Accounts
RCCE-160
Description: Information on the collection of paid and outstanding accounts. *Topics:* Accounting; accounts receivable; accounts payable; suspense accounts; outstanding debts. *Retrievability:* Cases are filed by number and cross-indexed alphabetically by name of company or individual.

Program Development and Systems Maintenance Sub-Element

Operational Policy and Systems Development

This division is responsible for the development of departmental policies, priorities, systems and procedures respecting declarations, claims, licensing, intelligence, border patrol, bonded warehouse and carrier inspections, goods examination, secondary examination of travellers, audits, investigations, seizure adjudications and assessment appeals. Functional direction is provided to the public and to field personnel on related legislative and administrative requirements. This division is also responsible for the design, development, support during implementation, and on-going maintenance and control of major Customs automated systems, as well as the licensing of Customs House brokers, bonded carriers, post audit carriers and sufferance warehouses. It is divided into six major directorates: Commercial Traffic Control, Passenger Programs, Postal and Courier Programs, Automated Systems Development, Maintenance and Control, Commercial Entry Systems and Commercial Verification and Enforcement.

Commercial Traffic Control Directorate

This directorate is responsible for controlling the movement of goods and vehicles entering, exiting and transitting Canada, until the requirements of the various departmental programs have been met and the goods and vehicles have been properly acquitted for Customs purposes.

Classes of Records

Carrier Control

RCCE-40

Description: Information on the report and control of the use of non-duty-paid instruments of international conveyance entering, exiting and transitting Canada; all modes of transport and transport-related equipment in accordance with Customs and transportation policy. *Topics:* Remission orders for railway rolling stock, vessels, aircraft; policy directives and information of a general or specific nature relating to carriers of all modes; *Customs and Excise Offshore Application Act*; cargo containers. *Retrievability:* Case files are divided into different carrier modes and are filed alphabetically by company.

Cargo Control

RCCE-50

Description: Information on the reporting and control of import cargo and in-bond cargo for export in both the automated and non-automated environments. *Topics:* Customs Cargo Control Regulations bonded carrier program; Cargo Entry Processing and Collection System for cargo control. *Retrievability:* The information is contained in the 'D' Memoranda, which can be accessed alphabetically.

Warehouse Control

RCCE-60

Description: Information on the operation of various types of warehouses; airport and marine duty-free shops; ships' stores; and the disposal of unclaimed goods. *Topics:* Customs sufferance warehouses; bonded warehouses; Queen's warehouses; frontier warehouses; airport and marine duty-free shops; ships' stores; unclaimed goods; appointment of auctioneers for the disposal of unclaimed goods. *Retrievability:* Individual sufferance warehouses records are filed alphabetically by name and location.

Enforcement Support

RCCE-70

Description: Information on the detection and investigation of offences concerning the in-bond movement of goods and investigations; penalty actions; national reports of all enforcement checks related to transportation companies. *Retrievability:* Investigation case files are filed alphabetically by name.

Duty-Free Shops Program

RCCE-810

Description: Information on the design, development and implementation of the duty-free shops program at the land frontier. *Topics:* Development of criteria for licensee selections; standards of operations; procedures for licensee selection; duty-free shop regulations and controls. *Retrievability:* Individual land border duty-free shops records are filed by subject matter.

Passenger Programs Directorate

This directorate is responsible for the development of policy, systems and procedures relating to the clearance and processing of travellers entering Canada by all modes of transportation, and the functional direction of all Customs inspectors at all ports of entry with respect to procedures, enforcement techniques and training.

Manuals

- Standard Operations Manual (International Airports)
- Customs Seizure Enforcement Manual

Classes of Records

Passenger Entry Processing and Tariff Programs

RCCE-80

Description: Information on the administration and application of specific tariff items and remission orders pertaining to traveller entitlements; and on the control and processing of travellers and their baggage entering Canada by all modes of transportation, other than air. *Topics:* Interpretive guidance on tariff items pertaining to visitors, former residents, returning residents, settlers, and their effects; customs facilities at border points of entry. *Retrievability:* Cases are filed by tariff item number. Topic files are arranged by port and date.

Passenger Enforcement

RCCE-90

Description: Information on the detection and investigation of criminal and civil offences committed by travellers entering Canada by all modes of transportation. *Topics:* The identification and examination of high-risk passengers; interpretation of the results of mechanical electronic aids, such as Gamma Backscatter devices, an automated intelligence information system to be used by line officers for enforcement purposes; liaison with the Royal Canadian Mounted Police; new and revised enforcement policies. *Retrievability:* Records are filed by subject matter.

Air Passenger

RCCE-100

Description: Information on the control of travellers entering Canada by air; on functional direction to Customs inspectors at airports; and on the departmental posture at the International Air Passenger Traffic Sub-Committee. *Topics:* Inspection procedures and passenger processing at airports; charter access and level of service; Customs facilities at airports; signage; baggage handling; sterile lounges; pre-clearance and security; liaison with other departments. *Retrievability:* Case files for individual airports are filed alphabetically by name.

Postal and Courier Programs Directorate

This directorate is responsible for the control of mechanical, non-mechanical, automated and non-automated Customs, postal and courier operations in areas such as the report, control, examination, enforcement, documentation and release of all postal and courier shipments. The directorate also ensures all corporate level liaison with Canada Post Corporation.

Classes of Records

Postal Policies, Procedures and Automated Systems
RCCE-110
Description: Information on various policies, procedures, operational and proposed non-automated and automated systems respecting the importation of goods through the postal system by commercial and non-commercial importers; also co-operation and liaison with domestic and foreign authorities. *Topics:* Legal interpretations of legislation, regulations and policies; alternative processing methodologies; postal methods of payment for duties and taxes; postal import remissions; postal release procedures; complaints; types and classes of mail; mail movement and control; prohibited goods disposal; co-operation and liaison with domestic and foreign authorities such as the Royal Canadian Mounted Police, Agriculture Canada, Health and Welfare Canada, Canada Post Corporation and Statistics Canada.

Enforcement Devices and Techniques
RCCE-120
Description: Information on the evaluation of current and proposed new techniques and scientific devices to detect non-compliance (by importers and travellers) with the law respecting illegal use of the mails and other means of transportation to import prohibited goods. *Topics:* Scientific devices and technological developments in detection equipment; drug enforcement; contraband detection programs; international enforcement and investigations; intelligence liaison. *Retrievability:* Records are filed by subject matter.

Courier Systems and Procedures
RCCE-130
Description: Information on the control of courier low-value, small package shipments from their time of arrival in Canada until completion of legal disposition. *Topics:* Courier policy; projects; statistics; and legal interpretations of various alternative proposals and committees. *Retrievability:* Information is filed by subject matter.

Mechanized Systems Development
RCCE-140
Description: Information on ensuring effective Customs control over the movement and processing of international mail, by means of improved facility designs and both mechanical and non-mechanical systems. *Topics:* Facility improvements; correspondence and drawings; machinery and equipment. *Retrievability:* Records are filed by subject and by Customs office.

Automated Systems Development, Maintenance and Control Directorate

This directorate is responsible for the planning, development, maintenance and control of Customs automated systems in the passenger, postal and commercial streams, for implementation support and for the conversion of manual systems to automated systems. This involves responsibility for implementation of the automated Cargo Entry Processing and Collection System (CEPACS) at designated terminal sites, and for the conversion of CEPACS to the new Harmonized System (HS). The directorate is also involved in controlling, planning, testing and approving systems changes, including the scheduling of priorities, modifications and developments.

Manuals

- Functional Specifications
- User Manuals
- CEPACS Operations, Training Package, Lesson Plans I-XI
- CEPACS Training Manual (Managers)
- National Briefing Plans (CEPACS)

Classes of Records

CEPACS Implementation
RCCE-360
Description: Information on the implementation of the automated Cargo, Entry Processing and Collection System (CEPACS) at designated terminal sites. *Topics:* National implementation plan, national quality assurance program, pre- and post-CEPACS evaluation statistics for designated terminal sites, national document volumes 1976-77. *Retrievability:* Files are indexed alphabetically, chronologically and numerically.

Automated Systems — Testing
RCCE-370
Description: Information on the testing group within the directorate that tests systems updates, problem fixes, developments and enhancements to the system, to ensure the production system is functioning well and that changes have not affected other areas within the computer program. *Topics:* Various test packages to assess the different valid and invalid situations in the system's functional specifications — the Cargo Test Package, Entry Test Package, and Specific Problem Tests. *Retrievability:* Files are indexed alphabetically, chronologically and numerically.

Automated Systems — Development and Maintenance
RCCE-390
Description: Information on the conversion of manual systems to automated systems, on systems development, and on automated systems, maintenance and control. *Topics:* Automated systems release, cargo on line, file maintenance, port file, automated systems — Australia. *Retrievability:* General topics are filed by subject, country, or region.

Commercial Entry Systems Directorate

This directorate is responsible for policies and procedures relating to the entry and release of commercial goods into Canada, the export of commercial goods from Canada, and the operation of Customs brokers and Customs ports; and providing interpretation and clarification on policies, guidelines, instructions and procedures to the business community.

Classes of Records

Entry and Amendment Systems
RCCE-820
Description: Information on Customs entry of commercial goods and related documentation, revenue accounting, invoicing, appeals against assessment. *Topics:* Warehouse entries, B3 and B8 entry documentation, sight entries, amending entries, temporary entries, Canada Customs Invoices. *Retrievability:* Information is contained in the 'D' memoranda, which can be accessed alphabetically.

Release Systems
RCCE-400
Description: Information on policies and procedures relating to the release of commercial goods, and documentation related to the export of goods; B13 Export Declaration, Security Bonds. *Topics:* Release prior to payment, including Standing Authority Release, Automotive

Release, Liquor Board Release; summary reporting of exports. *Retrievability:* Headquarters' security bonds are filed alphabetically by name of importer.

Operational Services
RCCE-10
Description: Information on the licensing and control of Customs brokers and on the effective operation of Customs ports. *Topics:* Qualified person examination; Licensing Advisory Committee; Customs brokers; agents; power of attorney; Customs ports; hours of service, special service; enforcement officers. *Retrievability:* Customs brokers and individual ports are filed alphabetically by name and location.

General
RCCE-410
Description: Information on the overall functions of commercial entry systems (e.g., audits, co-operation and liaison, meetings, projects and reports). *Topics:* Commodity coding; contingency plans; *Customs Act* revisions; co-operation with the Canadian Exporters' Association, Canadian Association of Customs Brokers, Canadian Importers' Association, Canadian Industrial Traffic League, and external agencies in general. *Retrievability:* Information is contained in the 'D' memoranda, which can be accessed alphabetically.

Commercial Verification and Enforcement Directorate

This directorate is responsible for administering Customs policies related to legislation of other departments; prohibition and restrictions under the *Customs Act* and *Customs Tariff Act;* development of policies on verification and enforcement; examination procedures, search techniques and aids for commercial importations and exportations.

Classes of Records

Commercial Verification
RCCE-830
Description: Information on verification policies and procedures respecting the sixty pieces of legislation administered by Customs at the frontier. *Topics:* Operational examination techniques; operational policies and procedures; examination levels; and instructions to port officers in verification methodology. *Retrievability:* 'D' memoranda file containing instructions can be accessed alphabetically.

Commercial Enforcement
RCCE-840
Description: Information on the development of enforcement policies, techniques and procedures. *Topics:* Import and export enforcement policies and procedures; policies on the utilization of intelligence data in enforcement programs. *Retrievability:* Files are in numerical order.

Program Development Division

This division is responsible for the development of legislative and international programs having Customs implications. The division provides the branch with co-ordination and functional direction respecting major new program initiatives. Legislative program development includes initiatives such as the new system of international nomenclature, the new system of international valuation and the proposed new *Customs Act*. International program development deals with matters relating to the Customs Co-operation Council, the United Nations and other international organizations, and bilateral and multilateral trade negotiations. The Program Development Division is comprised of the following four organizational units: Legislative Affairs; International Valuation; International Nomenclature; and International Affairs.

Classes of Records

Legislative Affairs
RCCE-340
Description: Information on the evaluation and revision of existing legislation, the development and drafting of new legislation and the processing or amending of regulations, ministerial orders and other statutory instruments required by the branch. *Topics:* Historical data on the present *Customs Act;* correspondence with departmental sources and other government departments; background information and supporting documentation; analysis of comments on the preparation of the revised *Customs Act*, requests for background information; and rationale for new, amended or revoked Orders-in-Council, ministerial regulations and other statutory instruments. *Retrievability:* Files are arranged by subject matter.

International Valuation Directorate

This directorate is responsible for planning, designing and implementing a new transaction price valuation system, to replace the existing system of fair market valuation. This change has been precipitated by Canada's signing of an international agreement on Customs valuation during the Tokyo round of multilateral trade negotiations. The nature of the changes to be brought about by the directorate is both broad and fundamental in scope, and will result in the implementation of a totally new concept of Customs valuation in Canada. One of the roles of International Valuation is to ensure that all elements of the new valuation system (policies, systems and procedures) are in place and operative so that Canada's commitment to implement the new system can be met.

International Nomenclature Directorate

This directorate is responsible for the design, development and implementation of a new tariff and statistical nomenclature, based on the Harmonized Commodity Description and Coding System (HS). In addition to serving as the focal point for liaison with the Customs Co-operation Council and Canadian industry on matters involving the HS, the directorate is also responsible for developing the policies and administrative mechanisms necessary to implement the new classification system once it becomes law.

Manuals

- Legal Texts of the Harmonized System (HS)
- Explanatory Notes to the Harmonized System

Classes of Records

Harmonized Commodity Description and Coding System
RCCE-170
Description: Information on the Harmonized Commodity Description and Coding System (HS) and the conversion of the Customs Tariff and Canadian International Trade Classification (CITC) to a format based on the HS. *Topics:* Meetings of the Nomenclature and Interim Harmonized System Committees of the Customs Co-operation Council; the Customs Co-operation Council Nomenclature (CCCN) and the HS; draft Canadian tariff and statistical nomenclature based on the HS. *Retrievability:* Correspondence on commodity classification is filed by HS heading number.

International Affairs Directorate

The directorate acts as liaison between the department and international organizations specializing in comparative studies of administrative and technical questions related to Customs; co-ordinates the department's participation at the international organizations; co-ordinates the bilateral Customs agreements between the different

countries, and administers the department's visits and external contacts policies.

Manuals

- External Contacts Policy

Classes of Records

International Representation
RCCE-320
Description: Information on departmental activities with various international organizations. *Topics:* Customs Co-operation Council (CCC); European Economic Communities (EEC); European Free Trade Association (EFTA); General Agreement on Tariffs and Trade (GATT); Multilateral Trade Negotiations (MTN); United Nations Conference on Trade and Development (UNCTAD); and others. *Retrievability:* General topics are filed by subject; organizations, by name; and trade negotiations, by country.

Program Management and Support Sub-Element

Management Systems and Services Division

The division is responsible for branch planning, programming, co-ordination and management systems development.

Classes of Records

Planning and Programming
RCCE-850
Description: Information on the development of branch goals and plans designed to achieve those goals as well as maintain the integrity of established plans and goals through programming. *Topics:* Branch planning activities. *Retrievability:* Records are filed by subject matter.

Monitoring, Control and Administrative Services
RCCE-350
Description: Information on the management of the administrative functions for the Customs programs. *Topics:* Entry retrieval providing for import and export analysis data on past importations and exportations, personnel, finance, accommodation and other administrative matters. *Retrievability:* Records are filed by subject matter.

Management Analysis and Review
RCCE-860
Description: Information on the review and analysis of Cabinet documents, reports and proposals; development and co-ordination of management policies, plans, programs and special briefings. *Topics:* Cabinet documents; audits; access to information; personnel matters; training. *Retrievability:* Records are filed by subject matter.

Management Systems Development
RCCE-870
Description: Information on the systems development and implementation support for the performance measurement system and on the development and implementation of planning, control, accountability reporting and management information systems. *Topics:* Performance measurement system; management improvement plan; policy; and expenditure management systems. *Retrievability:* Records are filed by subject matter.

Corporate Administration Planning Element

This element provides overall management direction, planning co-ordination and central administrative support services to other departmental activities, by conducting research, analysis, evaluations and audits, and by supplying such services as finance, administration, personnel and planning co-ordination and control.

The Corporate Management Branch

The Assistant Deputy Minister, Corporate Management Branch, is the departmental comptroller for Customs and Excise. The integration of operational planning and control, with financial planning and control, provides a single focus and authority for the management control and management support processes. It also provides a cohesive approach to the management of departmental affairs, a single point of direction and authority for the establishment of corporate plans, and a focal point for the determination of priorities and resource allocations. It is responsible for the executive direction in the following areas: financial administration, planning, performance measurement, information management, management consulting, performance/operational analysis, contracting, all aspects of electronic data processing, laboratory and scientific research and analysis, and all aspects of general administration.

Systems Planning and Development Directorate

The Systems Planning and Development Directorate functions as an integral part of the Customs and Excise Department. It assists the department with its mandate of assessment, collection and control of duties and taxes on imported and domestically produced goods, and by exercising control over the international movement of persons and goods. Its specific mandate is to prepare policy guidelines, strategic plans and operational plans for the provision of automated systems for the department. The directorate operates its own computer centre, consisting of three large-scale systems with five front-end computers, all of which are linked to some 400 terminals in more than 30 locations across Canada.

Manuals

- Automation Strategy Review
- EDP Standards and Procedures Manual
- System Development Methodology (SDM70)
- Computer Services Cost Comparison Handbook
- Directorate Policies Manual
- Directorate Configuration Control Manual

Corporate Planning Directorate

The Corporate Planning Directorate has full responsibility for the co-ordination and development of the departmental strategic, operational and budget year plans as well as for the development and implementation of related policies, systems and guidelines. It is responsible for the provision of functional direction to other organizational units of the department, in the production of their input to corporate plans. It is responsible for assessing performance against plans and for reporting performance results to management.

Manuals

- Multi-Year Operational Planning Guide
- Project Management Policy and Procedures
- Planning in Customs and Excise

Classes of Records

Planning Analysis
RCCE-750
Description: Information on various planning subjects. *Topics:* Policy; auditor; Comptroller General; evaluation; program evaluation; internal audit; real property management; planning systems of other departments; planning presentation; Policy and Expenditure Management System (PEMS); program operational management; Information Management Plan; planning calendar; branch automation requirements. *Retrievability:* Files are arranged by subject and number.

Planning Co-ordination
RCCE-760
Description: Information on the Multi-Year Departmental Operational Plan; on an inventory of significant departmental projects; on records relating to operational, strategic, financial, management reporting plans. *Topics:* Person-year and financial resource requirements by activity, sub-activity and branch for a five-year planning period; key information on significant (level 1 and 2) projects including objective, responsibilities, approval, documentation and total project resources; Policy and Expenditure Management System (PEMS); program operational management; Information Management Plan; planning calendar; branch automation requirements; financial planning; human resource planning; National Unity Office; operational planning; program planning; strategic planning; work planning. *Retrievability:* Files are arranged by subject and number. Electronic Data Processing recording is used for the Multi-Year Operational Plan and the Inventory of Significant Projects.

Finance Directorate

The directorate is responsible for developing and implementing departmental policies and procedures and for developing policy and guidelines concerning revenues, accounts receivable and deletion of debts; for directing the operation and control of budgeting, accounting, and financial reporting operations; for developing, publishing and maintaining the departmental financial management manual; for monitoring the effectiveness of financial operations; and for reporting in public accounts.

Manuals

- Departmental Financial Management Manual

Classes of Records

Tax and Non-Tax Revenue
RCCE-770
Description: Information on the analysis, distribution and reporting of tax and non-tax revenue. Information and data on the research, analysis, draft proposals and approval of departmental financial policy, systems and procedures. *Topics:* Customs and Excise tax and non-tax revenues, reconciliation of revenue collected with Bank of Canada deposit acknowledgements; annual reconciliation of cash in transit; technical information; legislative/regulatory requirements; research problem definitions, proposals, alternative solutions, reports, drafts and approvals. *Retrievability:* Files are arranged by subject and number, or by project.

Laboratory and Scientific Services Directorate

The Laboratory and Scientific Services Directorate is responsible for the provision, on a department-wide basis, of analytical and scientific advisory services with respect to imported industrial products, domestic goods subject to excise duties, and technical terminology of legislation and international trade nomenclature systems; research and development into new scientific equipment, methodology and contraband detection systems; and functional direction, advice and support services in the areas of the Departmental Metric Conversion Program and the acquisition of laboratory and scientific services.

Manuals

- Customs Co-operation Council Chemist Committee Documents
- Canadian System of Alcoholometry and Tables

Classes of Records

Analytical/Advisory Service
RCCE-780
Description: Information on the analytical/advisory service provided in support of the administration of the *Customs Tariff Act* and other Customs legislation; on the analytical/advisory service provided in support of the Administration of Excise Duty legislation; and records relating to the Spirits Instrument Testing Program; on scientific and technical research and development work in support of the administration of Customs and Excise policies, regulations and procedures; and on the Customs and Excise Metric Conversion program. *Topics:* (i) Correspondence pertaining to laboratory and departmental policies; technical information and methodology for the analysis of commodity importations; analytical work summaries of chemical and physical analysis; and technical literature obtained from manufacturers. (ii) Correspondence on analytical services pertaining to denaturants in alcohol products, goods subject to excise duty, seizures of illicit spirits, formulation approval in alcoholic preparations and the Spirits Instruments Testing Program. (iii) Project reports and working papers associated with the investigation and development of scientific methods, systems and equipment for the detection and identification of goods subject to Customs and Excise control; external consultants providing specialized laboratory services; and scientific equipment manufacturers. (iv) Includes correspondence pertaining to project plans and reports, proposed metric conversion relating to departmental operations, interdepartmental committee documents, and general communications, all relating to the Departmental Metric Conversion Program. *Retrievability:* (i) (ii) and (iv) indexed on EDP data base; (iii) filed alphabetically by manufacturer's name, numerically by project, external consultants filed by date.

Administration Directorate

The Administration Directorate is responsible for the planning, managing and controlling of administrative programs such as the procuring of goods and services; materiel; the departmental portfolio of operational records of the department; as well as the departmental directives, forms, security, emergency planning and library services.

Manuals

- Departmental Administration Management Manual

Classes of Records

Administration
RCCE-920
Description: The following records are in addition to the standard classes of records that are common to all departments and listed in this Register (see Table of Contents for the page reference for the standard classes of records). Information relating to the editing and type composition of work instruments and the operations and procedures of these sections; information relating to the liaison with Supply and Services Canada for the printing and/or sale of work instruments; and to the distribution and warehousing of departmental publications. *Topics:* Policy, procedures, technology, organization and methods of editing and type composition of work instruments; Directives Review Project; Integrated Publishing System service; policy, procedures, technology, organization and methods of requisitioning for printing, distribution, and storage of work instruments, including the development and maintenance of Automated Mailing List System service. *Retrievability:* Filed by subject matter.

Personnel Administration Branch

Director General

The Director General is responsible for providing management direction to all the components of the Personnel Administration sub-elements.

Staffing Directorate

The Staffing Directorate is responsible for providing all levels of management with staffing service and functional advice on all aspects of the staffing function, so as to ensure that highly competent employees are selected and recruited effectively and efficiently. It is also responsible for monitoring the administration of staffing delegation throughout the department so as to ensure that operational needs are met and that the integrity of the *Public Service Employment Act* Central Agency requirements, and departmental policies and priorities are respected.

Planning and Program Development Directorate

The Planning and Program Development Directorate is responsible for providing departmental management, at all levels, with advice and assistance concerning human resources planning, equal opportunity/affirmative action programs to encourage active management commitment to and support of objectives geared to increase the participation and representation of special interest groups; and a personnel data system. It co-ordinates the application of departmental management systems within the Personnel Administration Branch (such as planning, performance measurement and financial systems). The directorate provides national co-ordination and headquarters service for the Employee Assistance Program.

Employee Relations Directorate

The Employee Relations Directorate is responsible for providing departmental management, at all levels, with advice and assistance concerning the application and interpretation of collective agreements, the principles and procedures for handling grievances, the union-management meeting process and the areas of discipline, managerial and confidential exclusions, designation, health and safety, and pay and benefits. It provides pay and benefits service to headquarters' employees. It also administers Long Service, Incentive Awards, and the Communications Programs.

Customs and Excise College

The Customs and Excise College provides both centralized and decentralized training and development for departmental human resources in response to training needs identified in the Departmental Training Plan.

Official Languages Directorate

The Official Languages Directorate provides management and employees with functional direction and guidance to enable them to carry out their official language responsibilities and to facilitate the achievement of both government and departmental objectives for the attainment of a significant degree of institutional bilingualism in three areas — service to the public, language of work, and full participation — while maintaining compliance with central agencies' requirements.

Organization and Classification Directorate

The Organization and Classification Directorate is responsible for providing management at all levels directly, or through functional direction of regional specialists, with classification services for those groups and levels delegated to the department, and advice to management and liaison with the central agency in respect to those groups and levels not delegated to the department. It provides a direct classification service, for senior regional positions and all positions in those regions lacking an accredited officer, to classify and review all national jobs (approximately one-half of the department's positions). It also provides management at all levels with an organization design consulting service, advice and assistance in the preparation of all organization change submissions, and advice to senior management on the appropriateness of proposed organization changes, to ensure sound organization structuring and effective monitoring of same while respecting the departmental organization philosophy and organization policies, principles and practices.

Manuals

- The Departmental "Personnel Manual"

Classes of Records

Please refer to the standard classes of records that are common to personnel branches in all federal government departments and which are listed in this Register (see Table of Contents).

Audit and Evaluation Branch

The Audit and Evaluation Branch is responsible for conducting periodic, independent and objective audits and evaluations for the Deputy Minister on all aspects of departmental endeavour, and for making recommendations to management on the activities reviewed. Program Evaluation assesses program components to determine the adequacy of their objectives and design, and their results, both intended and unintended. Audits assesses the efficiency, economy and effectiveness of internal management policies, practices and controls.

The branch has four operational audit divisions executing comprehensive audits, and a program evaluation division executing evaluations. In addition, a fifth division is engaged in research and development to improve audit techniques and provide branch administrative services.

Manuals

- Internal Auditor's Manual
- Program Evaluator's Manual

Classes of Records

Audit and Evaluation

RCCE-930

Description: Information on internal audits of departmental activities. Information on evaluation and assessment of program components.
Topics: Internal Audit policy, plans and reports; Program Evaluation policy, plans and reports.

The Public Relations Branch

The Public Relations Branch is responsible for the development of a public relations strategy and for the provision of services to managers and staff in such matters as communicating with the public, media relations, and production for print, displays, exhibits, film, radio, television and advertising.

The Branch also provides directly to the public information that will foster compliance with the laws and regulations administered by the Customs and Excise component of the Department.

The Deputy Minister's Secretariat

The Secretariat, established in 1982-83, operates in direct support of the Minister and Deputy Minister, and uses its co-ordinating abilities to help provide more efficient management of the department's internal affairs, and to facilitate communications with the public, Members of Parliament, parliamentary committees and other government agencies.

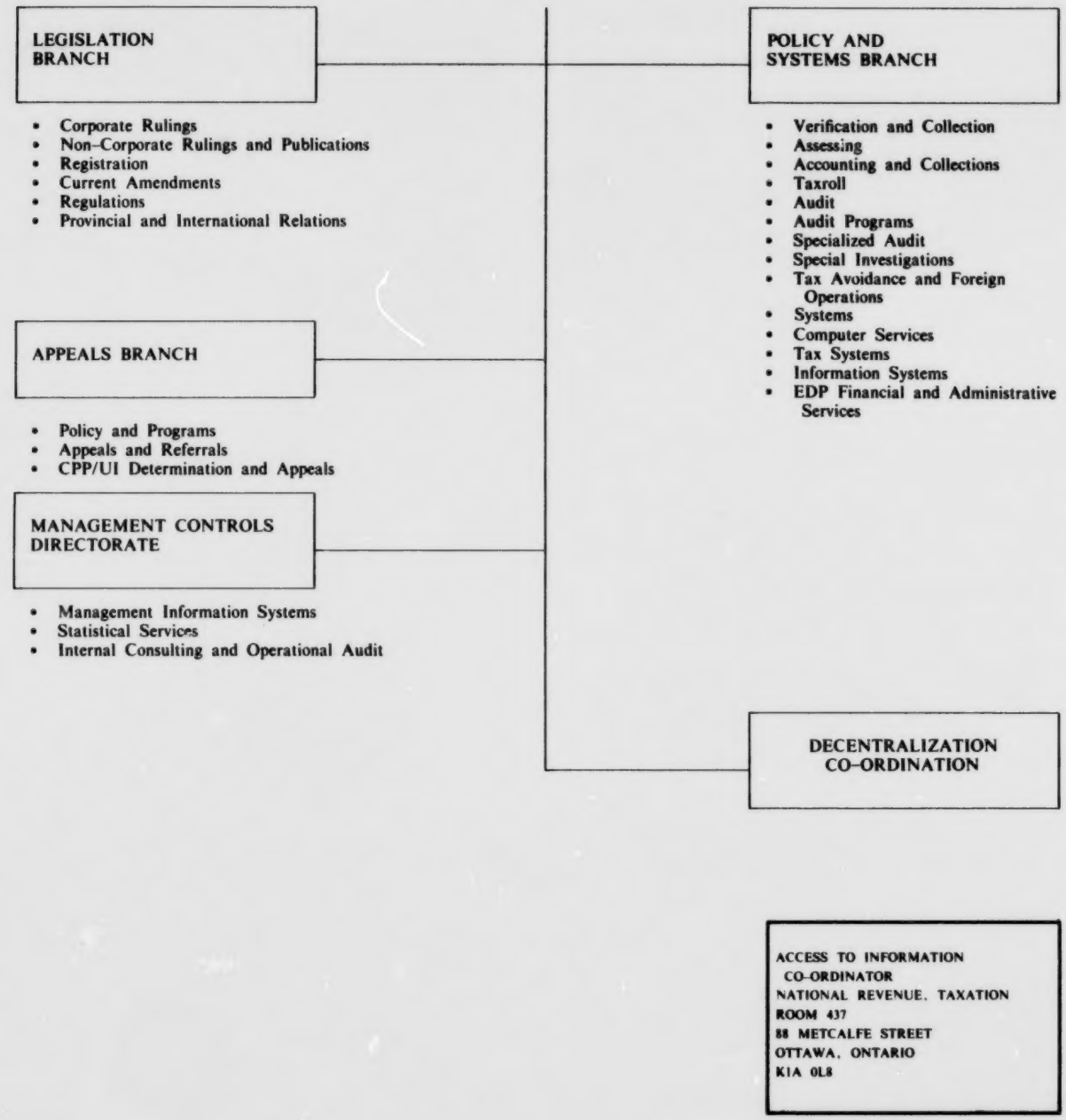
Some of its major duties include administration of the *Access to Information Act*, *Privacy Act* and *Canadian Human Rights Act*; preparation of briefs for the Minister; control, review and analysis of cabinet documents, Orders-in-Council, Treasury Board submissions; preparation of replies to parliamentary questions and motions; control

and monitoring of ministerial and deputy ministerial correspondence; assurance of an accurate flow of timely information to the Minister on public issues; preparation of the annual review and other papers, an example during 1983-84 being a Customs Excise document for inclusion in the regulatory agendas published by the *Canada Gazette*. The agendas provide the public with early notice of proposed or contemplated changes in legislation and regulations.

Classes of Records

Access, Privacy and Human Rights
RCCE-790
Description: Information on the departmental access to Information and Privacy programs, policies and procedures. Information on complaints filed against Customs and Excise employees under the provisions of the *Canadian Human Rights Act*. *Topics:* Policy, procedures and report files; Access to Information and Privacy information bank files; and files covering individual access or privacy requests. *Retrievability:* Policies and procedures are filed by subject. Individual request files are numbered sequentially on a fiscal year basis. Requests are cross-referenced to the Information Bank files.

Department of National Revenue (Taxation)



ACCESS TO INFORMATION
CO-ORDINATOR
NATIONAL REVENUE, TAXATION
ROOM 437
88 METCALFE STREET
OTTAWA, ONTARIO
K1A 0L8

Overall Responsibilities

Revenue Canada Taxation assesses and collects individual and corporate income taxes under the income tax acts of Canada and the provinces. It collects provincial income taxes from individuals for all provinces except Quebec and from corporations for all provinces except Quebec, Ontario and Alberta. It also collects contributions under the *Canada Pension Plan* and premiums under the *Unemployment Insurance Act, 1971*. Since July 8, 1981, Revenue Canada Taxation is also responsible for collecting taxes under the *Petroleum and Gas Revenue Tax Act*, which is separate from the *Income Tax Act*.

The Department's two main objectives are to collect taxes, Canada Pension Plan contributions and Unemployment Insurance premiums imposed under law by encouraging voluntary compliance and by deterring tax evasion and tax avoidance; and to maintain public confidence in the integrity of the tax system by administering tax and related legislation fairly, uniformly and courteously.

Many people assume that the department that collects federal taxes also establishes the provisions of the *Income Tax Act*. National Revenue Taxation administers the tax laws passed by Parliament, but the Department of Finance initiates the government's tax policy.

Canada operates a self-assessment income tax system under which its citizens individually calculate the taxes they must pay according to the law. The Department is responsible for verifying the accuracy of taxpayer's returns.

If a taxpayer feels the law is not being correctly applied, he or she can dispute his or her tax assessment through the Department's appeal system and, if appropriate, through the courts.

Organization

At Head Office there are three assistant deputy ministers who preside over three branches: Legislation, Policy and Systems, and Management Services. In addition, there are four regional assistant deputy ministers responsible for the direction of operations at the district taxation offices and taxation centres. The other branches headed by directors general or directors are Appeals, Management Audit and Information Services. The seven assistant deputy ministers and the directors general or directors of these branches report to the Deputy Minister, as do the directors general of the Management Controls and Decentralization Co-ordination Directorates. The Director of Legal Services, who is employed by the Department of Justice, serves in an advisory capacity to the Deputy Minister.

Key Contacts

Taxation recognizes that taxpayers can comply with the law only when they know what is expected of them. For this reason, the Department provides information and assistance to taxpayers in several ways. The most convenient point of contact is one of the 30 district taxation offices. District office staff provide assistance and answer tax questions over the counter, by telephone and by correspondence.

Public Relations Officers

In each of the district taxation offices there is a permanent or part-time public relations officer (PRO), depending on the size of the area served. The PRO is involved with most of the programs and services described below, working directly with the taxpaying public, with community leaders and organizations, and with local media.

Volunteer Program

The Volunteer Program aids taxpayers who cannot complete their own returns because of age, ill health, language or other difficulties. District office staff train community group representatives and other interested individuals to complete basic tax returns. These volunteers then assist other taxpayers free of charge.

Teaching Taxes

This program helps teachers at the secondary and community college level give basic tax instruction. Students learn to prepare accurate returns and also acquire general knowledge of Canada's taxation system.

Major Publications

The Department issues a variety of publications and forms, which are available free from the district taxation offices

Inside Taxation, the annual review, gives a broad overview of Taxation's philosophy, organization and operations. It also provides statistics and other detailed information.

Tax Guides

The Income Tax Guide that accompanies each tax return is the most important source of taxpayer information. However, other guides are produced for specific groups of taxpayers, such as

- Instalment Guide for Individuals
- Farmer's Income Tax Guide
- Fisherman's Income Tax Guide
- Instalment Guide for Farmers and Fishermen
- Immigrant's and Emigrant's Income Tax Guide
- Guide - T1 Income Tax Returns for Deceased Persons
- T2 Corporation Income Tax Guide
- Guide to the T3 Trust Information Return and Income Tax Return

Pamphlets and Leaflets

There are several series of publications dealing with specific aspects of taxation in everyday language.

Understanding Income Tax

- Filing Your First Return
- Forward Averaging
- Paying Tax by Instalments
- Revenue Canada, Taxation
- Taxation Centres
- What Happens to Your Tax Return
- Obtaining the *Income Tax Act*

Family Series

- Child Care Expenses
- Child Tax Credit
- Moving Expenses
- Retirement Years
- Single Parent
- The Student

Business Series

- Commission Earnings
- Rental Income
- Small Business

Financial Series

- Capital Gains
- Gifts in Kind
- Registered Home Ownership Savings Plans
- Registered Retirement Savings Plans

Non-resident Series

- Canada and Its Tax Treaties
- Living Outside Canada

Technical Publications

Information circulars and interpretation bulletins, issued as the occasion demands, cover administrative matters and interpretations of the laws the Department administers. These series are of a technical nature and are used primarily by accountants, lawyers and other tax specialists. Annual indexes to the circulars and bulletins are available.

The Department also publishes an annual in-depth analysis of tax returns called *Taxation Statistics*. The latest edition provides statistics for the prior taxation year and is available through Supply and Services Canada or from bookstores authorized to sell government publications.

Films

Taxation has produced several films, which are available in both official languages and may be borrowed from local offices of the National Film Board:

- Tax: The Outcome of Income (about the historical evolution of Canadian income tax)
- Tax is Not A Four Letter Word (an animated film about tax collection)
- Meet the Martins (a message about completing tax returns correctly)
- "A Choice of Two" and "The Sloane Affair" (about corporate corruption and tax evasion)

Media Information

A wide range of tax information material is prepared for newpapers, radio and television each year. The Department provides tax columns and tax tips to both daily and weekly newspapers. Brief public service announcements giving answers to common taxpayer questions or information on changes in tax law are distributed to radio and television stations during the filing season.

Access Procedures

The Access and Privacy Division is the organization responsible for administering the Access to Information and Privacy legislation for the Department. It provides advice on the interpretation and application of the law, regulations and procedures. It plans, organizes, directs and monitors national operations pertaining to the processing of requests for information pursuant to this legislation.

Although a single minister presides over both Taxation and Customs and Excise, for Access to Information and Privacy purposes, the departments are considered separate entities.

Therefore, formal access requests should clearly specify the department, Taxation or Customs and Excise, from which information is being sought.

Taxation access requests will be directed to

Access and Privacy Co-ordinator
Revenue Canada, Taxation
Head Office
Ottawa, Ontario
K1A 0L8

Management Controls Directorate

The Directorate provides an internal consulting group that conducts evaluations and studies for departmental clients to improve their management practices and methods; functional direction and control for the Operational Audit activity, which is an advisory service performing independent audits and appraisals and recommending corrective action for areas in need of improvement; a management information system that captures time utilization leave and production data for the use of managers throughout the Department; a statistical service by compiling income tax return data for the use of both the public and private sectors and services departmental managers; advice and counsel to the Deputy Minister and his senior managers concerning all facets of the Department as well as a liaison role with organizations such as Paperburden, the Auditor General and the Comptroller General.

The Directorate is comprised of three divisions: Internal Consulting and Operational Audit, Statistical Services, and Management Information Systems.

Internal Consulting and Operational Audit Division

This Division provides an internal consulting service comprising a group of management specialists responsible for improving the effectiveness, efficiency and economy of the Department's operations. Projects arise from managers who desire an independent review of an activity for which they are responsible and for which improvements are indicated to be necessary. The Division is also responsible for the planning, implementation and maintenance of the Department's Operational Audit policies, national programs and techniques. Operational Audit is an advisory service provided to the Director and all management. It furnishes them with independent analysis, suggestions for improvement and pertinent comments concerning the activities identified for review.

Manuals

- Taxation Operations Manual, Part 92 — Operational Audit

Classes of Records

Departmental Programs
RCT-10
Description: Information on computer listings of coverage and results of departmental programs, comparing actual resource utilization and production to budget; on authorization for conferences, meetings and seminars; and on planning and co-ordination of departmental translation requirements. *Topics:* Statistical computer listings on program results by comparison of budgeted to actual person hours and production; conference, meeting and seminar control and authorization.

Central Agencies — Reports
RCT-20
Description: Information on central agency reports containing results obtained by monitoring departmental activities such as the processing of returns and handling of refunds; analysis and feedback by the Department on report content; information from other head office divisions on report content affecting their areas of responsibility. *Topics:* Central agency reports outlining activities reviewed, agency findings and recommendations and the Department's comments; communications with central agencies such as Auditor General, Paperburden, Comptroller General, Privy Council and Impac Co-ordination.

Internal Consulting Services
RCT-30
Description: Information on studies such as T1 Accounts Correspondence Control System, Review of Services Unit — Accounting and Collections Division, Assessment of Records Management Systems, Management Information Systems Output Review, which are designed to improve the effectiveness, efficiency and economy of the operations. *Topics:* T1 accounts; services unit review - accounting and collections; records management systems; management informations systems.

Operational Audit Programs
RCT-40
Description: Information on Operational Audit policy and objectives, coverage, plans, monitoring and reports of the audit activity. *Topics:* Organization structure; forecasting, budgeting and resource utilization; workload selection; specific activities audited; control of remittances, general security, sensitive transcript and voucher control.

Statistical Services Division

This Division provides statistical information compiled from income tax returns for use by policy and program analysts in both the public and private sectors; technical support to the Department in the area of statistics; a forecasting service in support of departmental planning activities; and mathematical models for use in policy analysis. It is also responsible for ways to generate information on non-compliance with tax laws in various segments of the Canadian population; develops information systems and optimization models for program planning, evaluation and control; conducts operations research and computer simulations to make best use of human and financial resources in certain departmental operations.

Manuals

- Taxation Operations Manual, Part 07 - contains clerical instructions for collecting information about taxpayers from individual returns for statistical tabulation and modelling purposes
- Corporation Transcription Manual — contains instructions for collecting tax filer information from corporation tax returns for statistical tabulation and modelling purposes
- CMS Procedure Manuals — contain procedures to control work performed on compliance measurement sample files; Special Investigation procedures, Appeals procedures, Audit Review procedures, Payroll audit procedures, and Matching procedures

Classes of Records

Mathematical Tax Models — Operation and Control
RCT-50
Description: Information on the objectives, work, duties and responsibilities of the various tax model work groups; tax model sample selection schemes; computer data base files and record layout; computer program documentation; computer simulation system documentation; and data transcription instructions. *Topics:* Administrative workload and processing model; tax return processing simulation model; personal taxation simulation model; corporation taxation simulation model; transcription instructions; techniques to prevent release of identifiable taxpayer information; corporate, individual and family data base files; operational computer programs; sampling techniques.

Statistics — Operation, Control and Release of Data
RCT-60
Description: Information on the objectives, work, duties and responsibilities of the various work groups tabulating statistics; on computer program documentation and design; on sample designs, data transcription techniques and instructions; on data base files and record layouts; on requests for and releases of data; and on data tabulations compiled. *Topics:* Statistics on individuals with various breakdowns by age, sex, occupation, and geographic region; corporation income statistics; trusts and charitable organizations statistics; requests for and releases of statistical information by source, personal, corporation and family sample files; statistical sample designs for collecting statistics listed above; listings of agencies legally entitled to taxation data; records of releases of taxation data to federal and provincial agencies; monthly and quarterly tax collection and tax filing reports; internal administrative statistics on assessments, audits, and post-assessing projects.

Statistical Services to the Department
RCT-70
Description: Information on forecasts of expected filing patterns of individual, corporate and trust income tax returns; on statistical schemes and consulting services provided to divisions in the Department. *Topics:* Mobility studies of the movement of tax filers; consulting services provided to the Department; research studies related to the mobility of tax filers, statistical services provided to the Department; forecasts of various workload indicators.

Compliance Measurement System and Resource Allocation
RCT-80
Description: Information on the development, objectives, organization and procedures for the compliance measurement system; on sample design, selection criteria, data capture methods, systems analysis, design and programming specifications for the generation and recovery of random samples; on analysis specifications and research methods used to evaluate samples; on the details of relevant operations for documentation; and on analysis, design, programming specifications, data files and computer programs for the resource allocations system (SPRINT). *Topics:* System for planning resources in Taxation (SPRINT), Audit non-compliance measurement system; Verification and Collection non-compliance measurement system; non-filer studies; non-compliance measures using national accounts and macro-economic data; data files for samples of all operations.

Operations Research Studies
RCT-90
Description: Information on the statement of a problem, method of approach, and the mathematical and operations research techniques involved in each study; summary of data requirements, design and procedures required to perform each study; on system analysis, design and programming documentation to process data of each study; and on data analysis, reports, data files and correspondence produced during each study. *Topics:* Planning process studies; effectiveness studies; work optimization studies; workload and file selection studies; profile analysis; trend analysis studies.

Management Information Systems Division

This Division provides managers throughout the Department with information to assist them in their planning, controlling, monitoring and operational decision-making functions as well as with information to meet central agency requirements. The function is carried out through the development, implementation and maintenance of computer systems designed to provide specific data and to integrate the data gathered through progressively higher levels of summarization to meet the needs of first-line supervisors up to the most senior level of corporate management.

Classes of Records

Management Information Systems
RCT-100
Description: Information on the development, implementation and maintenance of Management Information Systems, including time and production systems, personnel systems and financial systems. *Topics:* Time Production System (TPS); Personnel Management System (PMS); Attendance, Leave, Overtime, Shift and Standby System (ALOSS); A Resource Management Systems (ARMS).

Legislation Branch

The Legislation Branch comprises eight divisions of which two form the Corporate Rulings Directorate and two the Non-corporate Rulings and Publications Directorate. The other four divisions are Registration, Current Amendments, Regulations, and Provincial and International Relations.

The Assistant Deputy Minister of the Legislation Branch has accountability for interpreting the *Income Tax Act*, the Canada Pension Plan and the *Unemployment Insurance Act* and regulations under them; for issuing interpretive publications and giving interpretations and binding rulings to satisfy the needs of departmental staff and the taxpaying public; for obtaining changes to the law to remove anomalies; for ensuring that amendments to the law proposed by other departments can be administered, and that they reflect government policy; for registering charities and deferred income plans and ensuring that they comply with the law; and for administering agreements with other countries and the provinces.

Corporate Rulings Directorate

This Directorate is responsible for issuing authoritative advance income tax rulings and technical interpretations of the *Income Tax Act* and Regulations and related legislation to all incorporated taxpayers and to district offices to ensure uniform application of the law to all incorporated taxpayers; for review of departmental forms, returns, circulars, and bulletins directed to corporations, to ensure they conform with the Act; for the review and recommendation to accept or appeal adverse court decisions concerning corporate taxpayers that, if accepted, would result in significant change in interpretation of the law.

Speciality Corporations Rulings Division

This Division deals with certain corporate taxpayers involved in the mining, oil and forest industries, in finance, insurance, leasing and in the services industry, public utilities and exempt corporations. It provides replies to technical inquiries from these taxpayers, their advisers and the district offices, and binding advance tax rulings, technical recommendations and interpretations on proposed assessments. The Division is responsible for recommendations to accept or appeal adverse court decisions concerning these taxpayers, and it also provides technical reviews of publications and forms directed to them.

Corporate Rulings Division

This Division deals with certain corporate taxpayers involved in merchandising, manufacturing, construction, and reorganizations. It provides replies to technical inquiries from these taxpayers, their advisers and the district offices, and binding advance tax rulings and technical recommendations on proposed assessments. The Division is responsible for recommendations to accept or appeal adverse court decisions concerning these taxpayers, and it also provides technical reviews of publications and forms directed to them.

Non-corporate Rulings and Publications Directorate

This Directorate is responsible for issuing authoritative advance income tax rulings and technical interpretations of the *Income Tax Act* and Regulations and related legislation to taxpayers other than corporations and to district offices; for technical review of departmental returns and forms intended for non-corporate taxpayers to ensure they conform with the Act; for the review and recommendation to accept or appeal adverse court decisions concerning non-corporate taxpayers that, if accepted, would result in significant change in interpretation of the law; for preparation of all interpretation bulletins and review of certain technical publications; for provision of a general information and advice service to district offices and taxation centres (the Hotline); and for chairing the Tax Remission Committee, under the provisions of the *Financial Administration Act*.

Non-corporate Rulings Division

This Division provides replies to technical inquiries, binding advance rulings and technical recommendations on proposed assessments concerning non-corporate taxpayers. It also provides the Hotline service to answer inquiries received from district offices and taxation centres concerning all types of taxpayers. The Division is responsible for recommendations to accept or appeal adverse court decisions, and it also provides technical reviews of returns and forms directed to them.

Publications Division

This Division prepares and revises interpretation bulletins and certain information circulars and edits tax information pamphlets and certain internal technical memoranda. Such interpretation bulletins, information circulars and tax information pamphlets provide technical information to the public and departmental staff.

Classes of Records

Legislation Branch Memoranda — Research Material
RCT-110
Description: Information on interpretations of significant or problematic income tax matters. Research files contain copies of technically significant interpretations, rulings, legal opinions and position papers in connection with each memorandum issued to departmental staff. *Topics:* Technical interpretations, background information and intended effect on certain aspects of the *Income Tax Act*, Canada Pension Plan, *Unemployment Insurance Act*, reciprocal tax treaties, the income tax acts of agreeing provinces and related regulations, e.g., specific topics such as Universities Outside Canada, Forgiveness of Loans and Educational Institutions.

Taxation Rulings — Subject Matter Files (Primary files)
RCT-120
Description: Correspondence with taxpayers on matters relating to interpretations of the *Income Tax Act* and Regulations, including copies of advance income tax rulings and requests for technical interpretations. *Topics:* Subject files are broken down into specific subject topics as listed in the index to the *Income Tax Act* and Regulations and related legislation, e.g., income from office or employment, capital cost allowances, gifts, dividends, property, deceased taxpayers, expenses. Files contain both the incoming taxpayer inquiry and the outgoing response. *Retrievability:* Correspondence is filed chronologically under the relevant topic: a card index is maintained to assist in locating specific correspondence under either the taxpayer's name and/or that of his or her representative.

Taxation Research Material Files (Secondary Files)
RCT-130
Description: Information on technically significant tax interpretations, income tax rulings, legal opinions in respect of specific sections of the Act, regulations and other related legislation and included in the Taxation rulings subject matter files. In many cases taxpayers involved are identified. *Topics:* Subject topics are the same as indicated in RCT-120 except that they contain only the outgoing response to taxpayer inquiries and are filed by section or subsection of the Act, e.g., 5(1) Income from office or employment, Section 115 non-residence taxable income earned in Canada, 130 Investment Corporations. *Retrievability:* Correspondence is filed chronologically under the relevant section or subsection; a card is maintained to assist in locating specific correspondence under either the taxpayer's name and/or that of his or her representative.

Registration Division

This Division controls registration for taxation purposes of employees' pension plans, deferred profit-sharing plans, supplementary unemployment benefit plans, retirement savings plans, retirement income funds, home ownership savings plans, registered investments and charitable organizations. It controls issuing of certificates and letters

of exemption to non-resident trusts or organizations and the filing of returns by agents of political parties and candidates.

Manuals

- Procedural Manuals - (PLEGE) computerized information pertaining to benefit plans and charitable organizations registration (CHORE)

Classes of Records

Pension and Profit Sharing Plans
RCT-140
Description: Information on registration and approval of amendments to employees' pension plans (EPPs), deferred profit sharing plans (DPSPs), supplementary unemployment benefit plans (SUBPs), retirement savings plans (RRSPs), home ownership savings plans (RHOSPs), retirement income funds (RRIFs); registered investments (RIs); approval of special payments to employee pension plans; and the development of forms and information circulars. *Topics:* Research and subject files on specific provisions concerning EPPs, DPSPs, SUBPs, RRSPs, RHOSPs, RRIFs and RIs (contain letters to and from taxpayers); administrative and organizational practices for processing applications for registration and amendments to plans; instructions for completing style letters; instructions for completing computer transcripts for the PLEGE program; development and amendment of forms; development and amendment of information circulars.

Charitable and Non-profit Organizations
RCT-150
Description: Information on the registration of charities and Canadian amateur athletic associations; review of information returns, special ministerial approvals and designations; applications under the Canada-U.S. Reciprocal Tax Convention; submissions from educational institutions and universities both inside and outside Canada; and the development of forms and information circulars. *Topics:* Research and subject matter files on various matters dealing with charity and amateur sports (contain correspondence with taxpayers, transcripts of court cases); directives on processing applications for registration; instructions for completing style letters; instructions for completing computer transcripts; development and amendment of forms; development and amendment of information circulars; returns of information regarding charitable organizations (T2052 and T3010).

Current Amendments Division

This Division recommends amendments to the *Income Tax Act* to facilitate its administration by the Department and reviews and advises on the administrative feasibility of all suggested amendments, including those proposed by the Department of Finance.

Classes of Records

Proposed and Enacted Amendments
RCT-160
Description: Information on memoranda, discussion papers and other background material in connection with proposed amendments. This material is maintained in confidential files until each amendment is passed by Parliament. *Topics:* Correspondence and liaison memoranda with other divisions, the Department of Finance and other government departments; subject matter files, by section of the *Income Tax Act*, containing all material related to a given amendment.

Regulations Division

This Division drafts amendments to regulations for specified parts of the Canada Pension Plan and the *Unemployment Insurance Act*, 1971 and to administrative provisions of regulations under the *Income Tax Act;* and reviews and advises on the administrative feasibility of all suggested amendments to regulations under the *Income Tax Act* and the *Petroleum and Gas Revenue Tax Act*.

Classes of Records

Regulations
RCT-170
Description: Information on memoranda, discussion papers, correspondence and other background material relating to new, or amendments to existing, regulations; copies of Orders-in-Council and schedules thereto, submission letters and communications between the Deputy Minister and the Minister. *Topics:* Liaison with other divisions, departments or agencies; subject matter files by part (of regulations) number containing materials related to amendment; chronological file containing master copies of all amendments and communications from the Deputy Minister to the Minister.

Provincial and International Relations Division

This Division provides internal and external advice on problems in provincial and international tax law and obtains solutions to these problems; represents the Department at negotiations on tax treaties and international Social Security Agreements, and at meetings on federal-provincial taxation problems; controls the exchange of confidential information between the Department and provincial governments, territories or tax treaty partners; and researches proposed amendments to the law, treaties and provincial or territorial tax agreements involving international, non-resident and provincial legislation to ensure that amendments proposed by other divisions and departments can be administered.

Manuals

- Taxation Operations Manual, Part 90 — contains information on income tax conventions with foreign governments and also touches on provincial matters

Classes of Records

Exchange of Information under Tax Treaties
RCT-180
Description: Information on requests between competent authorities for information on taxpayers required to assess taxes under the respective taxing statutes. *Topics:* Requests to foreign governments for specific taxpayer information, with copies of information supplied; requests from foreign governments for specific taxpayer information, with copies of information supplied; general information and correspondence on procedures followed; interpretation of provisions in treaties.

Tax Treaty Files
RCT-190
Description: Information on the negotiation of all tax treaties including all of the notes and minutes of negotiation meetings. *Topics:* Separate series of files for each set of negotiations with treaty countries and general files on the interpretation of treaties. Some examples include treaties with Australia, Barbados, Belgium, Israel, Switzerland, United Kingdom, United States.

Other International Matters
RCT-200
Description: Information on relations with the Department of External Affairs, other governments, taxpayers both domestic and foreign, and with international organizations, on matters not covered under other classes of records. *Topics:* Sovereign immunity and non-resident problems; international joint programs; Commonwealth Association

of Tax Administrators (CATA); Organization for Economic and Co-operative Development (OECD); Centro Interamericano de Administradores Tributarios (CIAT).

Provincial Information
RCT-210
Description: Information on dealings with the Department of Finance with provincial governments and other divisions within the Department on the administration and interpretation of the law, collection agreements and changes to provincial law. *Topics:* Exchange of information with provinces regarding individual taxpayers; interpretation of federal and provincial income tax acts; provincial budget changes, proposed and enacted; interpretation of collection agreements; administration of collection agreements.

Changes to International Provisions of the Income Tax Act
RCT-220
Description: Information on recommendations for changes to various provisions of the *Income Tax Act*, e.g., provisions covering income of non-resident persons and shareholders of certain corporations not resident in Canada. *Topics:* Files on proposed changes to the Act such as Part XIII (Sections 212-217) dealing with the taxation of income from Canada of non-resident persons (interest, dividends and royalties). The provision for foreign tax credits in Section 126 and the provisions dealing with residents in Section 250 are further examples.

Social Security Agreements
RCT-230
Description: Information on the negotiation of social security agreements with Quebec and with foreign governments in conjunction with Health and Welfare Canada and implementation of these agreements. Canada has social security agreements with France, Greece, Italy, Jamaica and Portugal. *Topics:* Negotiations of the agreements; implementation of the agreements.

Policy and Systems Branch

This Branch is comprised of the following three directorates: Verification and Collections, Audit, and Systems. It works closely with district offices and taxation centres on program matters and provides operational advice to the regional assistant deputy ministers.

The Branch is accountable for formulation of national policy and programs governing collection of tax, Unemployment Insurance premiums and Canada Pension Plan contributions, and the filing and assessing of returns; for compliance and enforcement programs; and design and operation of computer and manual processing systems. The Branch is also responsible for communicating with and accounting to the public and other government departments, as required by the federal and provincial income tax acts, foreign tax agreements, the Canada Pension Plan, *Unemployment Insurance Act* and other related statutes.

Verification and Collections Directorate

This Directorate is responsible for policies, national programs and techniques governing deductions at source for income tax, Canada Pension Plan contributions and Unemployment Insurance premiums, and monthly and quarterly remittances made by corporations, trusts and individuals. It is also responsible for policies on the assessment of income tax returns, the collection of taxes and the filing of returns.

This organization comprises the Assessing, Accounting and Collections, and Taxroll divisions.

Manuals

- Taxation Operations Manual — contains policy, guidelines and procedures and logic applicable to the following divisions:
  - Assessing — Parts 32, 39-44, *Petroleum and Gas Tax Act* PG24 and PG26
  - Taxroll — Parts 26-31, and Corporation Manual 20
  - Accounting and Collections — Parts 22-25, 35-37, 46, 54, 57, 58, 64-67, Corporation Manuals 40, 92 and 96, Taxation Centre Manuals 35, 56, 57 and 58

Assessing Division

The Division plans and directs national programs to assess (T1) individuals, (T2) corporate, (T3) trust and petroleum and gas producers tax returns and to reassess returns as a result of post-assessing verification and taxpayer requested adjustments. It also provides a related information and inquiry service to the public.

Manuals

- Taxation Operations Manual, Parts 32, 39-44 — contain technical applications, policies and procedures for the assessment and reassessment of returns, and related inquiry programs
- Public Information Reference Guide
- Petroleum and Gas Revenue Tax Manual

Classes of Records

Assessing Programs — Planning and Control
RCT-240
Description: Information on program forecasts and budgets of Assessing operations in head office, district offices and taxation centres; development and implementation of work and quality standards and of production and resource-utilization systems; review of field operations, organizational structures and job descriptions. *Topics:* Liaison with other departments and head office divisions; manpower resource allocation and utilization directives to field offices; budgets and programs — forecasts, allocations, results, evaluation and systems; organizational structures of district offices and taxation centres and related job descriptions.

T1 Individual Income Tax Returns — Initial Assessment Program
RCT-250
Description: Information on the planning, control and monitoring of the T1 Initial Assessment programs; the publication of the T1 (individual tax return) Return Tax Form and related schedules; systems, procedures and policies designed to verify the accuracy of individual returns and to issue notices of assessment. *Topics:* Estimates and budgets; evaluation reports; person-year utilization; functional audits; operational and administrative communications to and from field operations, head office divisions and other departments; tax preparers and issuers of receipts form approval; consultations, negotiations and proposals on provincial taxes, rebates, royalties and credits; T1 initial assessment system — computerized and manual; job descriptions; organizational structures.

T1 Individual Income Tax Returns — Reassessment Programs
RCT-260
Description: Information on the planning, control and monitoring of T1 individual income tax returns reassessment programs; systems, procedures and policies established for determining necessary adjustments to previously assessed individual tax returns and for issuing notices of reassessments. Adjustment may result from additional information submitted by taxpayers or from further verification of returns initiated by the Department. *Topics:* Estimates and budgets; evaluation reports, person-year utilization; functional audits; operational and administrative communications to and from field operations, head office divisions and other departments; T1 reassessment system — computerized and manual; T1 compliance verification systems — computerized and manual; consultations and negotiations with provinces on verification of provincial taxes assessed, rebates,

royalties and credits for individuals; job descriptions; organization structures.

T2 (Corporate) and T3 (Trust) and PGRT (Petroleum and Gas Revenue Tax) Assessment and Reassessment
RCT-270
Description: Information on the planning, control and monitoring of T2 (corporate tax returns), T3 (trust tax returns) and PGRT (petroleum and gas revenue tax returns) assessment and reassessment programs; systems, procedures and related policies designed to check the accuracy of corporation, trust and petroleum and gas tax returns, to determine adjustments required and to issue notices of assessment or reassessment. *Topics:* T2 assessment and reassessment systems — computerized and manual; T3 and PGRT assessment and reassessment — manual system; T2, T3 and PGRT compliance — verification system — computerized and manual; directives to field offices on interpretation of policies and procedures; operational and administrative communications with field offices, head office divisions and other government departments; reports evaluating field offices' assessments and reassessments of T2 and T3 returns; consultations and negotiations with provinces on administration of proposed legislation and on the assessment and post-assessment verification of provincial taxes, rebates, royalties, and credits for corporations, trusts and petroleum and gas producers.

Public Information and Inquiries Programs
RCT-280
Description: Information on the planning, control and monitoring of information programs on T1 (individual), T2 (corporation) and T3 (trust) income tax returns; the publication of guides, circulars and booklets for use by the general public; administrative policy and technical interpretations. *Topics:* Administrative application of interpretations of the *Income Tax Act* concerning reporting requirements for individuals, corporations and trusts; consultations with provinces on the content of information materials concerning provincial taxes, rebates, royalties and credits, both for the public and for departmental use; estimates and budgets; evaluation reports; person-year utilization; functional audits; suggestions for improvements to guides and booklets; administrative and operational communications to and from field operations; job descriptions; organization structures.

Accounting and Collections Division

This Division develops and directs departmental programs to collect federal and provincial income tax, non-resident tax, Canada Pension Plan contributions, Unemployment Insurance premiums and petroleum and gas revenue and/or royalty tax; develops administrative and enforcement policy and procedures for all deductions at source required pursuant to the *Income Tax Act*, coverage provisions of the Canada Pension Plan and *Unemployment Insurance Act*. This Division is responsible for the control and processing of all payments to the Department and for departmental accounting procedures, including the assessment of interest charges and/or credits for all taxpayers (including corporate).

Manuals

- Taxation Operations Manual, Parts 22-25, 35-37, 54, 55, 57, 58, 64-67
- Corporate Manuals, Parts 40, 92, 96
- Taxation Centre Manuals, Parts 24, 35, 46, 57, 58 — contain policy, guidelines, techniques and procedures and logic

Classes of Records

Coverage Policy and Legislation
RCT-290
Description: Information on departmental policy and procedures in all areas pertaining to coverage under the Canada Pension Plan and *Unemployment Insurance Act;* research on Canada Pension Plan and Unemployment Insurance legislation; provisions of the *Income Tax Act* concerning source deductions, instalment payments and related regulations. *Topics:* Taxability, pensionability and insurability of payments and status of individuals and employers; records of earnings and employment (including reports on monitoring visits and statistics).

Source Deductions and Collections
RCT-300
Description: Information on the planning and development of work programs, budgets, forecasts, production reports, policies and procedures dealing with late or delinquent taxpayer accounts; the development of departmental internal and public forms and transcripts; monitoring procedures, techniques and statistical data; review of computer-based operational processing systems, including IPS (information processing system); the development of administrative and enforcement policy and procedures for all deductions at source (manual or computerized). *Topics:* Collection cases (individual and corporate); data relating to prosecutions (failure to remit deductions at source); statistics (computer data on computer-based systems, e.g., PAYDAC, CINDAC, CORPAC); Auditor General queries; case law; demands for payments; taxability, pensionability and insurability; information processing system; processing and verification of information returns; source deductions and collection programs; collections (general matters pertaining to collection of accounts); federal acts affecting collection techniques (e.g., *Bankruptcy Act, Bulk Sales Act, Bank Act, Employment Standards Act*); collection and control of petroleum and gas revenue and/or royalty subject to tax; summary of remuneration paid (T4/T4A return); return of amounts paid or credited to non-residents of Canada (NR4/NR4A return); information return — fisherman (T4F return); return of allocations and payments under employee profit-sharing plan (T4RSP).

Revenue Accounting and Control
RCT-310
Description: Information on the development and implementation of accounting and revenue-control systems for corporate, individual, trust, resident and non-resident accounts; information contained in the general and subsidiary ledgers; systems and procedures for calculating and reporting interest, accounts receivable, including cash payments of tax, and refund and assessments; evaluation of programs and monitoring of operational units. *Topics: Income Tax Act* pertaining to the calculation of tax, interest and penalties, and refunds; interest and penalties (correspondence with individual taxpayers); payment of tax (correspondence with individual taxpayers); monitoring visit reports; computer operations, general (reports and source documents on processing of financial transactions); matters pertaining to various aspects of operations.

Payroll Audit and Enforcement
RCT-320
Description: Information on payroll audit policy and procedures; operational and administrative guidance to field offices; monitoring statistics of non-resident tax audits, payroll audit enforcement and collection programs. *Topics:* Payroll audits (includes benefit, employment and income audits, regular payroll audits and non-resident tax audits and employment tax credit); withholding, remitting and reporting; monitoring of source deductions and collections activities; uncollectible debt reviews; operational and administrative communications to field operations.

Technical Research and Inquiries
RCT-330
Description: Information on the technical application of interpretations regarding collection of income tax, Canada Pension Plan contributions, Unemployment Insurance premiums and non-resident tax remittances; recommendations for legislative changes. *Topics:* Taxability, pensionability and insurability (allowances and benefits);

projects and inquiries (specific projects undertaken and inquiries from the public); technical application of the *Income Tax Act* as it pertains to non-residents and of Regulation 105 as it applies to non-residents rendering services in Canada under Part I of the Act.

Taxroll Division

This Division develops, implements and monitors national policies, procedures and systems relative to the enforcement of statutes governing the filing requirements of income tax and some third-party information returns such as T4 (statement of remuneration paid), T5 (return of investment income), T600 (ownership certificate) and NR4 (statement of amounts paid or credited to non-residents of Canada) together with the related late and non-filer (delinquent action) programs; and provides internal file access to all other operational areas of the Department for the purpose of ensuring that compliance with the law is maintained.

Manuals

- Taxation Operations Manual, Parts 26-31

Classes of Records

File Maintenance, Service Programs and Procedures
RCT-340
Description: Information on the development and publication of guidelines for enforcing statutes governing filing requirements for income tax and third-party information returns; on the processing of returns; on related computer systems; on storage and retrieval of returns; on the internal file service to district offices and taxation centres; and on the security of returns. *Topics:* Individual taxpayer master file system (TAPMA) (RC-T-P80); corporation master file system (CORPAC); surname, Social Insurance Number Query Program; T4 Amendment Query and Confirmation Program; filing requirements and policy relative to late filing penalties on information returns (T3 trust, T3D deferred profit-sharing plan or revoked plan information return and income tax return, T3P employees pension plan information return and income tax return, T3S supplementary unemployment benefit plan information return and income tax return, T3H-IND registered home ownership savings plan individual information return and income tax return, T3R-IND registered retirement savings plan individual information return and income tax return, T3-RIF-IND registered retirement income fund individual information return and income tax return, T3R1 registered investment information return and income tax return, T4PS return of allocations and payments under employees' profit-sharing plan, T4 HOSP statement of registered home ownership savings plan income, T4 RIF return of income out of a registered retirement income fund, T1-CP return in respect of certified feature productions and certified short productions and T5 return of investment income), petroleum and gas procedures tax returns (PGRT1 and PGRT5) filing requirements; taxroll plans and programs; use of social insurance number; decentralization into taxation centres, discounters, refund inquiries and tracing (individual income tax return RC-T-P10); public and internal forms review; confidentiality of income tax returns; security; paperwork management (Paperburden).

Non-Filers or Late Tax Filers

RCT-350

Description: Information on computerized programs for action against delinquent taxpayers; the objectives, work, duties and responsibilities of the Identification and Compliance Unit; interdepartmental referral selection and investigation of late and non-filers; special projects; matching third-party information to income tax returns for the purpose of verifying income. *Topics:* Delinquent action — individual and corporations, application of penalties for gross negligence (sub-section 163(1) of the *Income Tax Act*), assessments raised by Revenue Canada — arbitrary, bankrupt filers, computerized delinquent action system (DELPAC) and late filer reporting system, prosecution for failure to file income tax returns, special delinquency action projects, identification of non-filers, methods of obtaining compliance and non-filers reporting system, other third-party information sources.

Taxroll Programs — Planning and Control
RCT-360
Description: Information on Taxroll objectives, work programs, budgets and administrative policy, production reports, monitoring statistics, analysis of taxroll activity, long-term strategic planning and evaluation of taxation centre and district office Taxroll operations. *Topics:* Estimates and budgets (program forecast), manpower utilization, signing authorities, workload planning and resource allocation, Taxroll head office strategic planning, functional audits, district offices and taxation centres.

Audit Directorate

The Directorate develops, implements and monitors national policies, procedures, systems and programs for the selection, audit, investigation and review of tax returns in the corporate, trust and self-employed sectors of the economy to ensure the highest degree of taxpayer compliance and enforcement of tax laws.

This organization comprises the Audit Programs, Specialized Audit, Special Investigations, and Tax Avoidance and Foreign Operations divisions.

Manuals

- Taxation Operations Manual, Parts 10-16 - contains policy and procedures for audit and enforcement functions
- Special Handbooks on Income Tax, Audit Techniques and the Group Head Function

Audit Programs Division

This Division plans, controls and evaluates national audit programs; develops a computerized system for determining audit workload and selecting files for audit; evaluates district office operation; develops, implements and monitors programs designed to ensure uniform application of the *Income Tax Act* and Regulations and departmental policies; develops sources and communication channels and co-ordinates the processing of information to assist the planning of compliance activities; co-ordinates and monitors national audit projects designed to recover unpaid taxes, if any, from specific classes or groups of taxpayers; develops and implements policy on computer-assisted audits.

Manuals

- Taxation Operations Manual, Parts 10, 13, 14(64), 16 — contain criteria for non-compliance identification, file selection, program evaluation and national projects, and guidelines and procedures for the audit function

Classes of Records

Audit Programs — Planning, Development and Control of Programs; Resource Allocations
RCT-370
Description: Information on audit organization, objectives, coverage, work programs, allocation of resources and budget preparation and administrative policy. *Topics:* Planning and development of national audit programs; allocation of resources and budget preparation; instructions for processing completed audits and recording results; district office organization for audit positions; liaison with other head office divisions and district offices; tax statistics and corporate histories of public corporations; audit statistics of large corporations.

Audit File Selection and Computer Application
RCT-380
Description: Information on the planning and control of national audit file selection programs; computer-based audit selection systems (Comscreen); computerized audit reporting systems; program tests in district offices and assistance provided to audit on computer applications; computer-assisted audit programs. *Topics:* Selection of files for audit by manual screening; selection of files for audit by computer screenings; development of computerized file selection methods; comparative analyses of computer and non-computer selection processes; planning development and control of computer systems for recording audit results (T20ST system); statistical sampling techniques for use on tax audits; computer-assisted audit techniques.

Non-compliance Research — Audit Projects Development and Co-ordination
RCT-390
Description: Information on the reporting and co-ordination of audit projects on a national scale; research and identification of areas suitable for project activity; development of sources of information; collection, analysis, evaluation and dissemination of economic data on specific groups or classes of taxpayers; authorized exchanges of information. *Topics:* Audit techniques on specific projects; results information on each project on national, regional and district office basis; sources and types of information; exchanges of information with other government institutions.

Audit Quality Review and Technical Inquiries
RCT-400
Description: Information on the review of completed audits by district offices to ensure high quality audits; special studies to monitor returns assessed to ensure uniform application of the legislation administered by the Department. *Topics:* Analyses of auditors' reports; studies to detect trends in audit approaches and techniques; evaluation of review procedures in district offices.

Audit Operations Evaluation
RCT-410
Description: Information on audit production reports; analysis of audit results; and evaluation of district office audit operations. *Topics:* Evaluation criteria; functional audits and reports; statistical analyses of audit production reports; follow-up of management audit reports relating to audit operations.

Specialized Audit Division

This Division develops and implements national policy on specialized auditing techniques and assessing practices, develops and maintains audit publications and training programs, monitors specific audit applications, and provides technical and operational assistance to field staff involved in the audit of specific major industries, corporations, trusts, self-employed individuals, business equity valuations, real estate appraisals and international audit issues.

Manuals

- Taxation Operations Manual, Parts 12, 14 - contains policy, guidelines, techniques and procedures for conducting audits and projects, appraising real estate and valuing business equities
- Special Handbooks on Audit Techniques, Income Tax and the Group Head Function

Classes of Records

Audit Research
RCT-420
Description: Information on the development of guidelines and techniques used to audit individuals, trusts, plans, business operations and specialized industries. *Topics:* Audit techniques for small, medium and large businesses; studies of specific industries, industry-wide tax audits; inter-company pricing referrals; industry specialist program.

Technical Applications, Reassessing Policies and Procedures
RCT-430
Description: Information on audit policy and procedures; the technical application of interpretations of the *Income Tax Act* and Reglations and departmental policy affecting the audit of income tax returns of corporations, trusts and self-employed individuals; technical inquiries received from district offices and taxpayers. *Topics:* Information on specific applications governing reporting of revenue, costs, expenses and allowances by corporate and unincorporated businesses; operational and administrative communications to field operations; analysis of inquiries on the application of legislation.

Audit Publications
RCT-440
Description: Information on the preparation, co-ordination, publication and maintenance of manuals, handbooks, guidelines and other directives for the Audit Directorate; planning, development and presentation of technical training courses and seminars. *Topics:* Specific research files on each "Taxation Operations Manual", handbook, information circular, branch letter, communiqué, and public and internal form relating to audit; specific files on training courses and seminars; indexed reference manuals, handbooks and publications to sections of the *Income Tax Act* and Regulations, departmental policy.

Business Equity Valuations and Real Estate Appraisals, Succession Duties; Estate Taxes
RCT-450
Description: Information on valuation and appraisal policy, procedures, budgets, work programs and technical, operational and administrative guidance to field offices. *Topics:* Miscellaneous programs and special projects; administrative and operational practices pertaining to file selections, review, appeals, tax calculations; operational and financial data with certain applications including landbanks; technical application of interpretations relating to valuations, appraisals, estate tax and succession duties for individual cases; provincial assessment information.

Special Investigations Division

This Division develops and implements national policy and objectives and plans, controls and evaluates field programs and projects for the detection, investigation and criminal prosecution of violations of the *Income Tax Act*, Canada Pension Plan, *Unemployment Insurance Act* and various provincial statutes.

Manuals

- Taxation Operations Manual, Part 11 - contains policy, guidelines and procedures for the enforcement of tax laws

Classes of Records

Policy Formulation and Staff Development
RCT-460
Description: Information on Special Investigations policy, objectives and technical training for criminal investigations. *Topics:* Liaison with other departments, head office divisions and district and regional offices; policy formulation and revision; technical training in criminal investigations. (Personal Information Bank RC-T-P60, Tax Evasion Cases, is applicable to the subject of technical training only.)

Judicial Processes
RCT-470
Description: Information on legal guidance on preparation of cases for court; case library; legal interpretations, jurisprudence arising from trials. *Topics:* Liaison with district offices and Department of Justice;

court rulings and judgements; legal interpretations; review of cases; court hearings; commissions. (Portions of this class of records pertain to Personal Information Bank RC-T-P60, Tax Evasion Cases.)

Programs Operations
RCT-480
Description: Information on technical assistance to district offices on Special Investigations; on case development and file review; on search warrant requests; on compliance projects; and on organized crime operations and publicity. *Topics:* Liaison with provincial and foreign governments, federal departments, head office divisions and district offices; case files and reports; co-ordination of Special Investigations projects; search authorities and retention orders; voluntary disclosures and informants' tax leads; financial information (in district offices) relating to criminal illegal activities; publicity on completed investigations. (All records in this class except for publicity on completed investigations pertain to Personal Information Bank RC-T-P60, Tax Evasion Cases.)

Management Services
RCT-490
Description: Information on Special Investigations coverage and work programs; production reports; statistical analysis of the Special Investigations activity and evaluation of district office operations. *Topics:* Liaison with other head office divisions and district offices; information and measurement systems; special investigation evaluation, results and statistics; production control.

Tax Avoidance and Foreign Operations Division

This Division develops and implements national policy, procedures and programs to detect and challenge schemes and arrangements that reduce, defer or avoid taxes by circumventing the law or thwarting its intent; and negotiates and reviews proposed solutions of competent authority cases involving double taxation as provided for in tax treaties.

Manuals

- Taxation Operations Manual, Part 15 — Tax Avoidance
- Taxation Operations Manual, Part 10(16)0 — Competent Authority

Classes of Records

Tax Avoidance
RCT-500
Description: Information on the objectives, duties and responsibilities of the tax avoidance section; on tax avoidance schemes and arrangements; on the referral, selection, investigation and appeal of cases; on case material; and on jurisprudence arising from case trials. *Topics:* Tax avoidance schemes; rejected referrals; 85B reserves; offshore companies; inter vivos trusts; motion picture films; videotapes; leverage leasing; oil industry financing; income splitting; loss companies; cattle feeding operations; dividend stripping; transfer pricing; developer/agencies; control from Canadian resident to non-resident; registered retirement savings plans (RRSPs); interest income and dividends; offshore insurance tax havens; professional sports; commissions to non-resident agent; management and personal corporations; multi-unit residential buildings (MURBs); service companies; foreign affiliates; commodity futures-straddles; selective dividends on special shares and long-term leases. (This class of records contains information relating to Personal Information Bank RC-T-P70, Tax Avoidance Cases.)

Competent Authority Double Taxation Cases
RCT-510
Description: Information on the resolution of double taxation cases where both parties to a treaty may be proposing to tax the same income or have already taxed it, (an effort is made to resolve the problem between the two governments pursuant to provisions in the treaty); information on international joint audits. *Topics:* Separate case files for each competent authority request; case files for each simultaneous audit.

Systems Directorate

The Systems Directorate is responsible for all departmental data processing equipment, including micro-computers, and related applications, telecommunications and systems software. It conducts feasibility studies, develops and maintains computer systems and writes procedural instructions in support of departmental programs and operates the main computer installation and associated communications networks. Some EDP services are provided to other federal departments and other levels of government.

This organization comprises the Computer Services, Tax Systems and the Information Systems divisions and the Electronic Data Processing (EDP) Financial and Administrative Services Sector, which looks after all EDP requirements.

Classes of Records

Electronic Data Processing Requirements
RCT-520
Description: Information on the co-ordination of the planning efforts of the Systems Directorate; the procurement of departmental electronic data processing equipment; the provision of electronic data processing related training to programmers, analysts and computer operators. *Topics:* Data capture/inquiry devices management systems; directorate planning; systems requirement form administration; training policy and arrangements in general; departmental training; external training; in-house training; electronic data processing supplier contracts and supplier correspondence.

Computer Services Division

The Division operates and develops the Department's central computer installation and associated national communications networks. It also provides functional direction on matters relating to data processing operations to the district offices and taxation centres.

Classes of Records

Computer Operations
RCT-530
Description: Information on computer hardware (the various computer components); computer software (the programs that allow the computer to operate); operation of computer equipment and the administrative procedures used within the Computer Services Division. *Topics:* Procedure manuals for data control; tape library; computer room security; scheduling; computer operations (administrative); UNIVAC operations; computer output microfilm operations; Taxation Centre computer operations; production control and IBM/AMDHAL operations.

Tax Systems Division

This Division is responsible for the implementation and maintenance of Electronic Data Processing Systems and procedures that process data extracted from tax returns, the provision of documentation and operating instructions, the development of standards and guidelines for program development, and maintenance of functions, including analysis, design, testing, quality assurance and proper response to problems. The Division is also responsible for the provision of similar systems services to certain other federal departments and other levels of government.

Classes of Records

T1 (Individual Income Tax Return) Processing
RCT-540
Description: Information on the development, implementation and maintenance of EDP (electronic data processing) systems and procedures designed to determine the accuracy of T1 individual income tax returns and related schedules initially submitted by taxpayers and of adjustments resulting from additional information supplied by the taxpayer or from verification initiated by the Department; issuing of notices of assessment or reassessment. *Topics:* Operational and administrative communications with various head office divisions that have functional authority for the systems developed for them; computerized and manual T1 (individual income tax returns) initial assessment, reassessment and compliance verification systems; direct data entry (DDE); Taxation taxpayer master file (TAPMA) (Personal Information Bank RC-T-P80); Taxation social insurance number information (Personal Information Bank RC-T-P80); Taxation centralized individual accounting and collection master file (Personal Information Bank RC-T-P110); financial input processing (FIP); matching discrepancy file slips.

Accounting and T2 (Corporation Tax Return) Processing
RCT-550
Description: Information on the development, implementation and maintenance of all departmental electronic data processing accounting systems and procedures as well as T2 corporation tax return processing and gasoline excise tax return processing. *Topics:* Operational and administrative communications with the various head office divisions that have functional authority for the systems developed for them; computerized and manual (PAYDAC) deductions at source from individuals for income tax, Canada Pension Plan and unemployment insurance; computerized and manual quarterly tax remittances from both individuals and corporations and collection action on tax owing; initial assessment and reassessment of corporation tax returns (T2 corporation master file).

Information Systems Division

This Division is responsible for the implementation and maintenance of the electronic data processing systems and procedures for the processing of administrative information for the Department; for the design and administration of departmental data bases; for the provision of documentation and operating instructions; for the development of standards and guidelines for program development and maintenance functions, including analysis, design, testing, quality assurance, proper responses to problems; for the development and operation of an information centre of Electronic Data Processing staff to facilitate quicker user access to data; and to provide similar systems services to certain other federal departments and other levels of government.

Classes of Records

T1 (Individual Income Tax Return) Data Bases
RCT-560
Description: Documentation in the form of data base schemas, models and descriptions applicable to data bases for T1 individual income tax return processing systems, financial input processing, and RAPID data bases, as well as on-line program technical and quality assurance records. *Topics:* DDE — direct data entry systems; FIP — financial input processing; RAPID — rapid information for districts data base; Personal Information Bank RC-T-P90; data base administration; quality assurance; common facilities; other miscellaneous programs.

General Sector and Information Centre
RCT-570
Description: Documentation of several taxation data and information processing systems and the Information Centre, as well as technical programming standards and guidelines. Documentation is principally in the form of program listings and run books intended to support maintenance and operation. *Topics:* Information processing system (IPS) — T4 data capture; RAPID — rapid information for districts; inquiry programs for field offices into on-line tax data; Infocentre — development project to facilitate end-user access to data; technical services — use of programming techniques and utilities; operational record of file back-ups; library changes and also mass storage requirements; special projects — miscellaneous systems and programs such as Personal Information Bank RC-T-P200 Taxation Centres Recruiting System.

Information Systems
RCT-580
Description: Information on the development, implementation and maintenance of a wide range of departmental information and administrative EDP (electronic data processing) systems (mainly statistical in nature), which are intended to enhance management effectiveness. In addition, a system is provided to give field personnel direct on-line access to computer-based accounting, assessment and personnel files. *Topics:* Operational and administrative communications to and from the various head office divisions that have functional authority for the systems developed for them; computerized and manual management information systems; personnel and leave systems; gas tax rebate system; and also T4 and other information slip systems.

Appeals Branch

The Appeals Branch establishes policy and procedures for consideration and disposition of notices of objection to assessments under the *Income Tax Act* and the *Petroleum and Gas Revenue Tax Act* and for the determination of questions under the Canada Pension Plan and *Unemployment Insurance Act*. It plans organizes, directs, implements and controls national programs, instructs the Department of Justice on conducting appeals to the Pension Appeals Board, the Tax Court of Canada, the Federal Court and the Supreme Court. The appeals activity is kept separate from audit work. The Department recognizes that to be equitable and objective, the officers who exercise the appeals function should not be those who were responsible for the original assessments.

The Appeals Branch comprises the Policy and Programs Division, the Appeals and Referrals Division, and the Canada Pension Plan and Unemployment Insurance (CPP/UI) Determination and Appeals Division.

Manuals

- Taxation Operations Manual, Part 70 - contains policies and procedures for consideration and disposal of objections and for the conduct of appeals

Policy and Programs Division

This Division plans, organizes, directs and controls a national program for the consideration and disposition of notices of objection to assessments under the *Income Tax Act* and the *Petroleum and Gas Revenue Tax Act* and for the conduct of appeals to the Tax Court of Canada (other than for the Ottawa Region); and plans and monitors national programs for the determination of questions under the *Unemployment Insurance Act* and the Canada Pension Plan and for the conduct of appeals to the Pension Appeals Board, the Tax Court of Canada, the Federal Court and the Supreme Court.

Manuals

- Taxation Operations Manual, Part 70:
  - — Chapter 7010, Appeals Branch policies
  - — Chapter 7020, District Office and Taxation Centre Appeals Division procedures

— Chapter 7030, Designated Appeals Offices procedures (Tax Court of Canada cases)

— Chapter 7050, District Office and Taxation Centre Appeals Division form letters

- New Appeals Officers' Handbook (training)
- T2008A Binder (instructions for issuing the Minister's Notification of Confirmation)
- Test Check Manual — designed to assist chiefs of appeals in monitoring workload

Classes of Records

Programs Management
RCT-590
Description: Information on policies, procedures, budgets, work programs and statistical controls and the monitoring and evaluation of district office and taxation centre appeals divisions. *Topics:* Program and activity structure; delegation of authority; communications to field offices; work programs; training; budgets; work flow studies; forms and form letters; statistics on intake, production, workload and resources; seminars; conferences and meetings; program performance evaluations; projects.

Appeals and Referrals Division

This Division provides assistance to district office and taxation centre appeals divisions in the consideration and disposal of objections; instructs the Department of Justice on the conduct of appeals to the Tax Court of Canada (Ottawa Region), the Federal Court and the Supreme Court; and reviews adverse court decisions to determine if they should be appealed to a higher court.

Manuals

- Taxation Operations Manual, Part 70, Chapter 7010, Appeals Branch Policies — contains the policies and procedures for consideration and disposal of objections and for the conduct of appeals

Classes of Records

Referrals — Objections
RCT-600
Description: Information on the research and resolution of technical and complex matters referred by district office and taxation centre appeals divisions; on procedural instructions; on projects; and on statistics on intake, production and workload. *Topics:* Procedural instructions; individual income tax returns (RC-T-P10); petroleum and gas revenue tax returns (RC-T-P20); corporation and trust income tax returns; adverse decisions and statistics.

Appeals and Adverse Decisions
RCT-610
Description: Information on instructions and assistance to the Department of Justice on the conduct of appeals to the courts; on consideration of adverse decisions; on procedural instructions; and on statistics on intake, production and workload. *Topics:* Procedural instructions; individual income tax returns (RC-T-P10); petroleum and gas revenue tax returns (RC-T-P20); corporation and trust income tax returns; adverse decisions and statistics.

CPP/UI Determination and Appeals Division

This Division answers determination requests related to coverage under the *Unemployment Insurance Act* and the Canada Pension Plan, and reconsiders income tax assessments under objection on related matters; provides functional guidance to district office appeals divisions on Unemployment Insurance and Canada Pension Plan matters; instructs the Department of Justice concerning appeals to the Tax Court of Canada, the Pension Appeals Board, the Federal Court and the Supreme Court; reviews adverse decisions to determine whether they should be appealed to a higher court.

Manuals

- Guidelines on Ministerial Determinations — a guide to examining determination requests and drafting determinations
- Digest of Unemployment Insurance Jurisprudence — summarizes the jurisprudence in certain insurability areas

Classes of Records

Determinations and Appeals
RCT-620
Description: Information on determination requests related to coverage and assessments payable by employers under the *Unemployment Insurance Act* and the Canada Pension Plan and income tax assessments under objection on related matters. *Topics:* File contents may include the application and reasons for appeal, related documents from the district offices, Unemployment Insurance Commission, Pension Appeals Board, Department of Justice, Tax Court of Canda, Federal Court and/or Supreme Court. *Retrievability:* Case files are created and filed by taxpayer name. (Records in this class contain information relating to Personal Information Bank RC-T-P150, Appeals Regarding the Canada Pension Plan and *Unemployment Insurance Act*, 1971, and RC-T-P160, Appeals Regarding Insurable Employment.)

Finance Directorate

This Directorate is responsible for the design, planning and resourcing of all finance-related programs throughout the Department; for maintaining systems and procedures for financial control; for cash forecasting; and for analysis and reporting of assessed and cash revenue to the Department of Finance and provincial governments.

Classes of Records

Revenue Reporting
RCT-930
Description: Information on the analysis, distribution and reporting of tax revenue such as federal and provincial income taxes, Canada Pension Plan contributions and unemployment insurance premiums. *Topics:* Assessed revenue (taxes for which an assessment notice is issued), such as federal-provincial tax sharing, Canada Pension Plan, unemployment insurance, royalty tax rebates, unemployment insurance benefit repayments; settlement of tax deductions with the province of Quebec; petroleum and gas revenue tax, cash revenue, including reconciliation with the statement of collections from Supply and Services; tax deductions settlements with the Bank of Canada; Canada Pension Plan and Unemployment Insurance transfer schedules; unclaimed cheque suspense account; cancelled cheques other than unclaimed cheque suspense; annual reconciliation of cash in transit; duplicate refund cheque data; accounts receivable as per public accounts; miscellaneous claims against the Crown.

Decentralization Co-ordination Directorate

This Directorate is responsible for planning, directing, resourcing and controlling all aspects of the decentralization of data centre and district office activities to seven taxation centres. This Directorate advises on size, location and other requirements for building and landscaping. It co-ordinates and monitors acquisition of the most suitable buildings, furniture, equipment and services.

Manuals

- New Concept in Taxation Centres — describes the combined effects of decentralization on production, workflow and staff

Classes of Records

Implementation of Taxation Centres
RCT-950
Description: Information on Treasury Board submissions and correspondence on the decentralization of selected data centre and district office responsibilities to each of seven taxation centres located in Surrey, Winnipeg, St. John's, Shawinigan-Sud, Jonquière, Sudbury and one slated for construction in Gloucester. *Topics:* Correspondence on Treasury Board submissions regarding site selection, equipment, furniture; correspondence with departments such as Public Works and the RCMP on individual taxation centre requirements; head office, district office, regional assistant deputy minister papers examining the effects of relocation on jobs, employees and certain sections of taxation; blueprints of buildings, design briefs, furniture and office layouts; and photo albums illustrating the work on each taxation centre.

Natural Sciences and Engineering Research Council of Canada

GRANTS AND SCHOLARSHIPS

- University/Industry Interface
- Research Grants
- Research Manpower Awards
- Research Infrastructure Grants
- Developmental Grants
- General Research Support

OTHER RESPONSIBILITIES

- NATO Science Fellowships
- CIDA/NSERC Research Associateships
- Fellowships in Meteorology and Atmospheric Sciences (Environment Canada)
- Visiting Fellowships in Canadian Government Laboratories (participating Departments)

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
NATIONAL SCIENCES AND
ENGINEERING RESEARCH COUNCIL
200 KENT STREET
OTTAWA, ONTARIO
K1A 1H5

Background

The Natural Sciences and Engineering Research Council (NSERC) is a departmental Crown corporation established on May 1, 1978. Its purpose is to promote and assist research in the natural sciences and engineering, other than the health sciences, and to advise the Minister of State for Science and Technology on such research.

Laws and Regulations

- Natural Sciences and Engineering Research Council Act

Overall Responsibilities

The Council is responsible for the management and administration of the Program of Scholarships and Grants in Aid of Research. These grants and scholarships are intended primarily for university researchers and graduate students. The objectives of the program are to promote and support the development and maintenance of research in the natural sciences and engineering and to ensure the provision of highly qualified manpower in these areas. Accordingly, the Council supports excellence in research for the creation of new knowledge in the natural sciences and engineering, promotes and supports the development of research in selected fields of regional and national importance and assists in the provision and development of highly qualified manpower.

The fields of research supported by the Natural Sciences and Engineering Research Council currently include, but are not necessarily limited to, agriculture, astronomy, biology, biotechnology, chemistry, communications, computing and information science, energy, engineering, environmental toxicology, food science, forestry, geography (physical), geology, industrial processes, kinesiology, materials sciences, mathematics (pure and applied), metallurgy, meteorology, nuclear sciences, oceanography, physics, psychology, space research and the statistical sciences.

The Program of Scholarships and Grants in Aid of Research is divided into the six broad activities described below.

Research Manpower Awards

These awards offer a wide range of awards, scholarships and fellowships to undergraduate and graduate students, postdoctoral fellows, scientists and engineers in universities and industry for advanced study, research or professional development. They are tenable in universities, industrial firms and other institutions in Canada and abroad.

Research Grants

Research grants are awarded to individuals and groups for research expenses in support of a spectrum of research activities. Grant applications are adjudicated by experts on the basis of the research excellence of the applicants, the quality of the research proposals and, in some programs, the relevance of research projects to selected areas of national concern.

Research Infrastructure Grants

These grants are awarded to individuals, groups and institutions to support the acquisition of research equipment and the development of special research facilities; they also promote and support the effective use, operation and maintenance of research facilities.

University-Industry Program

The University-industry program supports a wide range of research and development activities that promote collaboration between university researchers and Canadian industry. The program, which represents a major expansion of NSERC's initiatives in university-industry interface, combines existing, expanded and new program elements under four major components: co-operative research and development activities, scholarships and fellowships, university-industry links, and the Canadian Microelectronics Corporation.

Developmental Grants

Developmental grants support selected manpower, infrastructure and research initiatives negotiated with individuals, groups and institutions. They ensure a balanced development of the research and research-training capability in selected regions, institutions, disciplines or professions.

General Research Support

This type of assistance includes grants to university presidents in support of local research, research infrastructure, manpower and other research-related activities. It also includes grants to support national and international scientific and engineering conferences, bilateral exchanges, international exchanges and international collaborative research projects, publications of scientific and engineering journals and original research manuscripts, promotional activities, travel and other miscellaneous activities.

Other Programs

The Council also administers a number of programs on behalf of other agencies. These include the NATO Science Fellowships, the CIDA-NSERC Research Associateships, the Fellowships in Meteorology and Atmospheric Sciences (on behalf of Environment Canada) and the Visiting Fellowships in Canadian Government Laboratories (on behalf of all federal departments and agencies participating in the program).

Organization

The Natural Sciences and Engineering Research Council is governed by a Council composed of 22 members, appointed by the Governor-in-Council, who meet regularly to establish broad policies and provide guidance to its officers. The Council is headed by a President who is supported by an Executive Director and the Secretary of Council. The Council presently has a staff of 132 professionals and support personnel.

The Council operates through a system of committees (whose members are selected from the academic, governmental or industrial sectors) that advise on policies and programs, or review applications for grants and scholarships. Advisory committees are composed of both Council and non-Council members while selection committees are composed of experts in the areas under their purview and do not include Council members.

Key Contacts

Additional information on NSERC operations, committees or activities can be obtained informally by contacting the Communications Directorate at (613) 995-9992.

Publications

For information on EDP files, please contact:

Evaluation and Information Systems Directorate
Natural Sciences and Engineering Research Council of Canada
200 Kent Street
Ottawa, Ontario
K1A 1H5

The following documents and publications are also useful sources of information available to the public.

- Report of the President
- List of Scholarships and Grants in Aid of Research
- Five-year Plan (period 1979-80 to 1984-85)
- Awards Guide — guidelines, eligibility
- Scholarships and Fellowships Guide — outline guidelines, eligibility
- Your NSERC Award
- Visiting Fellowships in Canadian Government Laboratories
- CONTACT (Newsletter)
- Guidelines for Membership — on NSERC Selection Committees and Panels
- Report of the Task Force on Research Equipment — Equipment in Universities
- Summary of Equipment Grants Awarded to Universities in the Last Seven Years
- Background Information and Guidelines for Grant Selection Committees
- Background Information and Guidelines for Advisory Panels
- University and Industry: Partners in Research and Development (Pamphlet)
- Official Languages Annual Report
- Application forms for the various programs

Access Procedures

All formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Natural Sciences and Engineering Research Council of Canada
200 Kent Street
Ottawa, Ontario
K1A 1H5
Telephone: (613) 995-6061

Classes of Records

Organization
NSERC-10
Description: Information relating to the Council's organizational structure, plans, policies and procedures for the execution of its mandate. *Topics:* Policy, terms of reference; organization and related staff studies; membership of Council; agenda, minutes and proceedings of meetings; finance; *NSERC Act;* five-year plan; management committee; presidential correspondence; invitations, lectures, visits and general correspondence.

Committees
NSERC-20
Description: Information on the activities of a wide range of committees including the Executive and Audit committees and the permanent committees of Council — Grants and Scholarships, Strategic Grants and International Relations; advisory committees including Research Development, University-Industry Interface and Physics and Astronomy; grant selection committees, committees on postgraduate scholarships and postdoctoral fellowships, Committee on 1967 Science and Engineering Scholarships, Committee on University and Industrial Research Fellowships, Industrial Postgraduate Scholarships Selection Committee, E.W.R. Steacie Memorial Fellowships and the following advisory panels for strategic grants: Food/Agriculture, Energy, Environmental Toxicology, Oceans, Communications and Computers, Biotechnology, Industrial Materials and Processes; and "Open" which includes selection committees on international scientific exchanges and on scientific publications, co-operative research and development selection committee, and records generated by ad hoc committees and task forces with specific mandates. *Topics:* Terms of reference; principles governing membership; agendas, minutes and proceedings of meetings; arrangements for meetings; studies; membership of committees; annual reports from grant selection committees and advisory panels; general correspondence with various committees regarding recommendations, evaluations and administration of the various programs.

Grants Administration
NSERC-30
Description: Information on individual case files — applications, evaluations by third parties, recommendations and decisions on proposals submitted to Council; subject-filed information on the administration and awarding of Individual Operating Grants, Teams and Equipment Grants, Co-operative Research Grants, Special Project Grants, Institute Grants, Research Development Grants, Special Awards, Scientific Publications Grants, Forestry Development Grants, Major Installations Grants, General Research Grants, Strategic Grants, Conference Grants and Senior Industrial Fellowships. *Topics:* Policies; regulations; procedures; eligibility; priorities; equipment; under-expenditures; workshops; list of external referees; correspondence with universities and other granting councils; general correspondence. *Retrievability:* By grant program and grant recipient. *Storage Medium:* EDP systems, a partial duplication of information in case files.

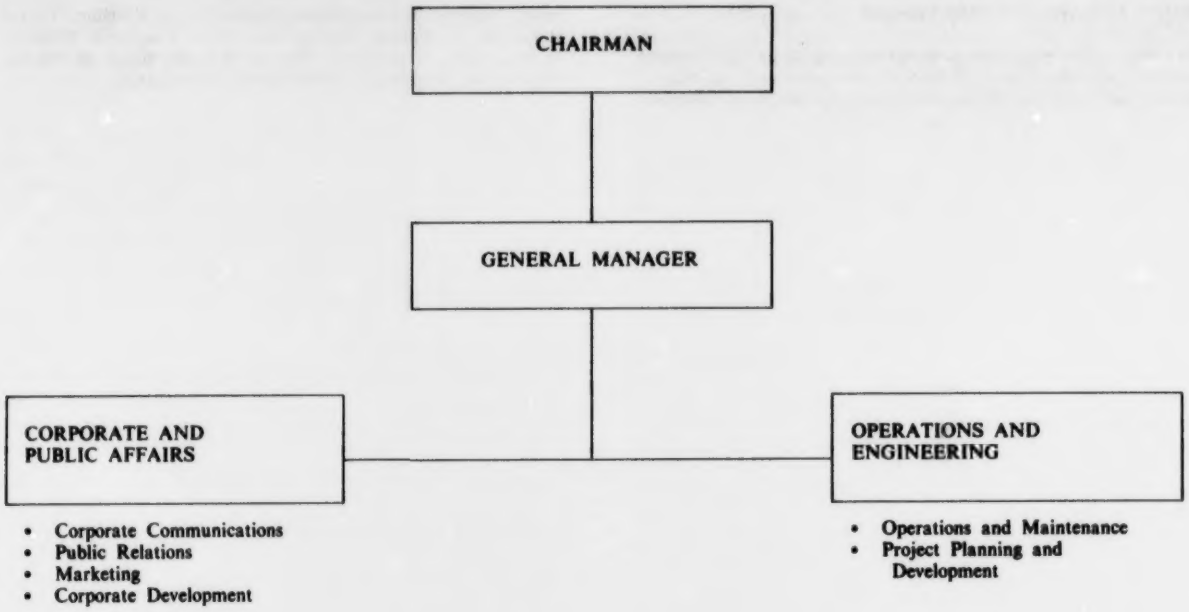
Visiting Fellowships in Canadian Government Laboratories — Administration
NSERC-40
Description: Information on general administration and awarding of Visiting Fellowships. This program of fellowships is administered by NSERC on behalf of federal departments and agencies. *Topics:* Inquiries: policy, life insurance; finance; advertising; reports; medical insurance; recommendations; steering committee; general correspondence with various departments, academies of science and embassies. *Retrievability:* Files arranged by name, citizenship or department. *Storage Medium:* EDP system — a partial duplication on computer tape of information captured from case files.

Scholarships and Fellowships Administration
NSERC-50
Description: Information on individual case and subject files: Undergraduate Summer Research Awards, 1967 Science and Engineering Scholarships, Scholarships, Postgraduate Scholarships, Postdoctoral Fellowships, University and Industrial Research Fellowships, and Industrial Postgraduate Scholarships. *Topics:* Administration, policy, regulations and changes to these programs; also general correspondence with universities, industries and countries. *Retrievability:* Files arranged by program and recipient. *Storage Medium:* One file for each of the above programs on the Scholarships Masterfile EDP System.

International Scientific Exchanges
NSERC-60
Description: Information on individual case files and subject-filed information on Scientific Exchange Awards, International Collaborative Research Grants and International Scientific Exchange Awards. *Topics:* Inquiries, eligibility, administration and correspondence on the Exchanges. *Retrievability:* Files arranged by program and recipient.

Bilateral Exchanges With Other Countries
NSERC-70
Description: Information on exchange agreements for visits, official visits and missions. *Topics:* Correspondence on scientific matters — Brazil, Czechoslovakia, Denmark, Finland, France, West Germany, Japan, Norway, Poland, Sweden, USSR, United Kingdom, United States and its National Science Foundation, Yugoslavia, Belgium, Austria, Cuba, China, Italy, Taiwan, Holland, Bulgaria, Mexico, Hungary and Switzerland. *Retrievability:* Files arranged by country.

Northern Canada Power Commission



- Corporate Communications
- Public Relations
- Marketing
- Corporate Development

- Operations and Maintenance
- Project Planning and Development

ACCESS TO INFORMATION
CO-ORDINATOR
NORTHERN CANADA POWER
COMMISSION
7909-51ST AVENUE
P.O. BOX 5700, STATION L
EDMONTON, ALBERTA
T6C 4J8

Background

The Northern Canada Power Commission is a federal Crown Corporation which operates under authority of the *Northern Canada Power Commission Act*. It is concerned with the planning, constructing and managing of public utilities, primarily electrical, on a commercial basis. For this purpose, it is empowered to survey utility requirements and construct utility plants in the Northwest Territories, the Yukon Territory and, subject to the approval of the Governor General in Council, elsewhere in Canada.

Overall Responsibilities

The Commission is the principal producer of electricity north of 60° and operates the main transmission networks in the Yukon and the Northwest Territories. Heat, water and sewerage service utilities are operated at Inuvik, N.W.T. Wholesale heat supply is provided to the Government of the Northwest Territories for distribution at Frobisher Bay. Residual heat recovery systems are operated at several locations.

The Commission's head office is located in Edmonton, Alberta. Regional offices are located in the territorial capitals of Yellowknife, Northwest Territories and Whitehorse, Yukon Territory. It is a requirement of the Act that operations of the commission shall be self-sustaining within each rate zone as defined in the Act. Consequently, rates charged for utilities supplied must provide sufficient revenue to cover interest and principal payments on loans made to the Commission, operating, maintenance, administrative and all other expenses and contingency allowances. A 1975 amendment to the Act enables the Commission to charge rates for utilities on a zone basis to cover the costs outlined above.

Access Procedures

Please direct all formal requests under the *Access to Information Act* to:

Access to Information Co-ordinator
Northern Canada Power Commission
7909-51st Avenue
P.O. Box 5700, Station L
Edmonton, Alberta
T6C 4J8
Telephone: (403) 465-3377

Corporate and Public Affairs Branch

In the area of marketing this branch is responsible for the development and planning of energy policies; customer services; negotiation of bulk sales contracts; utility rate reviews; service studies; and market forecasts. In the area of corporate development it is responsible for the review of environmental, social, technical and legal aspects of proposed construction projects; communication with territorial and public utility boards; liaison and consultation with outside agencies and interest groups; monitoring acquisition with outside agencies and interest groups; monitoring acquisition of property and rights-of-way; regulations; review of needs arising from Orders-in-Council, corporate communication, drafting of contracts and public relations.

Classes of Records

Marketing
NCPC-10
Description: Information on the marketing of utilities in the North. *Topics:* Customer relations; energy exports; supply and demands; sales data and potential sales of energy; surveys and studies; categories and utility rates; commissions and companies; distribution of rate schedules; public utility boards — interventions, proceedings; boards — Northwest Territories, Yukon; rate structures; submissions and interventions on proposed rate changes.

Operations and Engineering Branch

This branch is responsible for the development and administration of programs for the operation and preventive maintenance of hydro and thermal generation installations, supervision of major maintenance projects and project planning and development.

Manuals

- Standard Procedures Manual

Classes of Records

Operations
NCPC-20
Description: Information on the general operations of the Commission. *Topics:* Preventive maintenance; Task Force; agreements; catalogues and price lists; climatology; weather reports; consultants; co-operation and liaison; geography; geology; hydraulic studies; reports and statistics — daily, monthly, weekly, yearly; studies and surveys.

Buildings, Structures and Grounds
NCPC-30
Description: Information on the erection, maintenance and repair of all buildings including the maintenance of the grounds. *Topics:* Control centres; powerhouses; elevators; sub-stations; tank farms; utilidors; water treatment plants.

Development and Investigation
NCPC-40
Description: Information on investigation and development of potential hydro sites. *Topics:* Permafrost; Alberta grid tie line; off-shore oil; energy alternatives — coal, oil, gas, wind generators; specific investigations.

Distribution and Transmission
NCPC-50
Description: Information on investigation and construction of transmission and distribution lines. *Topics: Canadian Electrical Code*; standards; investigations on potential distribution line; future housing sites; land clearing; poles; street lighting; transformers; transmission lines; distribution lines.

Environmental, Social and Historical Factors
NCPC-60
Description: Information on preservation of the environment, including dish management, land use and pollution. *Topics:* Disasters; fish protection — spawning grounds, ladders, land use and community impact; pollution — fuel oil spills, PCBs, noise and smoke.

Equipment and Supplies
NCPC-70
Description: Information on the construction, maintenance and repair of hydraulic structures and facilities to operate a hydro plant. *Topics:* Dams; fish facilities — ladders, spawning grounds, hatcheries, reservoirs, permits, licences, water board, surveys and studies.

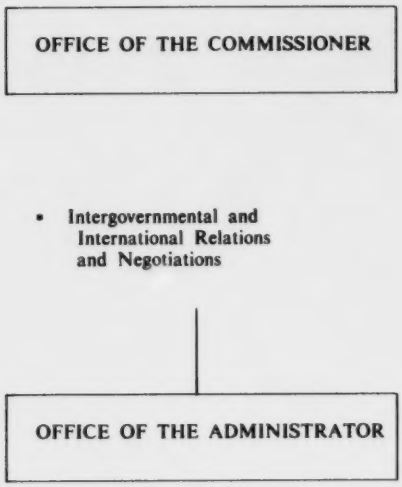
Hydraulic Structures and Facilities
NCPC-80
Description: Information on the construction, maintenance and repair of hydraulic structures and facilities to operate a hydro plant. *Topics:* Dams; fish facilities — ladders, spawning grounds, hatcheries, reservoirs, permits, licences, water boards, surveys and studies.

Production and Treatment
NCPC-90
Description: Information on the production and treatment of electricity. *Topics:* Electricity; conservation; residual heat — produce cultivation experimental programs; central heating by steam and hot water; domestic water treatment and sewage systems.

Transportation
NCPC-100
Description: Information on the transportation of materials by air, land or water. *Topics:* Facilities; courier service; charter services; roadways; seaways and shipping lists.

Construction — Major Improvements
NCPC-110
Description: Information on major construction or improvement projects. *Topics:* Investigations; public relations; commissioning; meetings; progress reports — mechanical, electrical and civil; design — remote control and communications, financial transactions and costs; tenders and contracts; environmental issues — land, water licences, fish hatcheries.

Northern Pipeline Agency



ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
NORTHERN PIPELINE AGENCY
15TH FLOOR, VARETTE BUILDING
130 ALBERT STREET
OTTAWA, ONTARIO
K1P 5G4

Background

The Northern Pipeline Agency (NPA) was created with the proclamation of the *Northern Pipeline Act* in April 1978, to oversee planning and construction of the Canadian portion of the Alaska Highway Gas Pipeline Project by the Foothills Group of Companies.

Overall Responsibilities

The Agency's mandate is twofold. It is required to regulate the project and to streamline and expedite the approvals process. It is also responsible for ensuring that the pipeline system yields the maximum economic and industrial benefit for Canadians with the least amount of social and environmental disruption. The Act directs the Agency specifically to take account of the local and regional interests of residents, particularly native residents, in areas through which the pipeline will pass.

The Agency was designed to act as a single window in all dealings between federal authorities and the Foothills Group of Companies and in relationships involving provincial and territorial governments in Canada, and the Government of the United States. In keeping with the Act, many regulatory powers of other federal departments and agencies related to the pipeline project have been delegated to the Agency. One exception involves responsibilities reserved exclusively to the National Energy Board or shared between the Board and the Agency. A member of the Board serves as its Designated Officer within the Agency to exercise certain powers of the Board with respect to the project.

In addition, the Agency works closely with other arms of the federal government and other levels of government in Canada to co-ordinate the wide range of activities that come within the respective jurisdictions. These contacts are supplemented by quarterly meetings of the Federal-Provincial-Territorial Consultative Council, established under the Act.

Key Contacts

Informal requests for information may be directed to

Ottawa

Public Relations Advisor
Northern Pipeline Agency
Varette Building, 15th floor
130 Albert Street
Ottawa, Ontario
K1P 5G4
Telephone: (613) 993-6822

Calgary

Executive Secretary, Operations
Northern Pipeline Agency
Suite 450
101 Sixth Avenue SW
Calgary, Alberta
T2P 3P4
Telephone: (403) 231-5777

Access Procedures

Please direct all formal requests under the *Access to Information Act* to

Access to Information Co-ordinator
Northern Pipeline Agency
Varette Building, 15th floor
130 Albert Street
Ottawa, Ontario
K1P 5G4
Telephone: (613) 993-7860

Office of the Commissioner

As agency headquarters, the Office provides support to both the Minister and the Commissioner. It is responsible for development of, and consultation on, major policy issues with the United States, the provinces and federal departments and agencies concerning the planning and construction of the Canadian portion of the Alaska Highway Gas Pipeline Project.

Classes of Records

Policy
NPA-10
Description: Information on federal-provincial, intergovernmental and international relations and negotiations concerning financing, construction, agreements, tariffs, gas exports and legislation.

Office of the Administrator

This unit exercises and performs such of the powers, duties and functions as the Minister may specify. It oversees and develops the operational (as opposed to the strict policy) functions of the Agency and deals day to day with operating staff in Calgary, Whitehorse and Vancouver, the Foothills Group of Companies in Calgary, and, through regional administrators in Whitehorse and Vancouver, with the governments of the Yukon Territory and British Columbia. It is also responsible for all matters, external and internal, pertaining to the operational role of the Northern Pipeline Agency, including personnel Alaska Highway Gas Pipeline Project public hearings, as well as public and media relations.

Classes of Records

Secretariat Operations
NPA-20
Description: Information on all formal communications between NPA operational headquarters, regional offices, the Foothills Group of Companies, federal, provincial and territorial governments, industry and the public. *Topics:* Corporations, companies and firms; government liaison; public relations.

Advisory Councils
NPA-30
Description: Information on relations with Advisory Councils to assist the Minister and Commissioner in carrying out the objects of the *Northern Pipeline Act*.

Yukon Regional Office
NPA-40
Description: Information on all aspects of planning and construction of the Alaska Highway Gas Pipeline in the Yukon with emphasis on liaison between the federal, provincial, territorial and municipal governments, as well as individuals. *Topics:* Construction operations; native groups; pipeline manpower; special interest groups; surveillance; special projects and incidents; American pipeline information. *Retrievability:* Files are arranged by subject and construction zone.

British Columbia Regional Office
NPA-50
Description: Information on all aspects of planning and construction of the Alaska Highway Gas Pipeline in British Columbia with emphasis on liaison between the federal, provincial, territorial and municipal governments, as well as individuals. *Topics:* Construction operations; native groups; pipeline manpower; special interest groups; surveillance; special projects and incidents; American pipeline information. *Retrievability:* Files are arranged by subject and construction zone.

Legal Affairs
NPA-60
Description: Information on the administration of legal matters; also opinions and decisions. *Topics:* Policy; Commissioner of Oaths; interpretation and application of legislation.

Public Affairs
NPA-70
Description: Information on NPA public relations, community information, media liaison and employee communications. *Topics:* Information services; advertising; communications strategies.

Office of the Designated Officer

This unit carries out all the responsibilities specifically required under the *Northern Pipeline Act*, such as the terms and conditions of the pipeline certificates (the issue of formal communications with the companies in the form of orders, directives and approvals) as well as those delegated under certain sections of the *National Energy Board Act*. This unit brings to the Agency all of the powers, duties and functions of the National Energy Board in matters of planning, design, construction and inspection of the pipeline. This unit also administers the Agency's field surveillance program and provides direction to surveillance teams to ensure compliance with social, economic and environmental terms and conditions as required under the Act.

Manuals

- Schedule III to the Northern Pipeline Act
- Engineering and Technical Orders
- Socio-economic Terms and Conditions
- Environmental Terms and Conditions
- Designated Items — Procurement Program

Classes of Records

Delegated Authorities
NPA-80
Description: Information on the exercise and performance of certain powers, duties and functions delegated to the Northern Pipeline Agency by other government departments. *Topics:* Delegation of authority from the National Energy Board; delegation of authority under the National Energy Board Gas Pipeline Regulations; delegation of authority under the *Northern Pipeline Act*. *Retrievability:* Files arranged by subject and construction zone.

Policy and Programs Unit

This unit is responsible for most aspects of the Agency's operational role not assigned by statute to the Deputy Administrator and Designated Officer, and for contributing to orders, directions and approvals for the Designated Officer requiring the Minister's concurrence. It is also responsible for socio-economic and environmental matters, industrial benefits, relationships with federal, provincial and territorial government departments and manpower planning and logistical matters related to the project; and it holds special policy responsibilities for the internal planning and administration of the Agency in financial management and administration.

Manuals

- Alaska Highway Gas Pipeline Project Report on Transportation and Logistics — August 1, 1980, and March 1, 1981; also February 27, 1981
- Alaska Highway Pipeline Project, Logistics — August 1980

Classes of Records

Logistics Transportation
NPA-90
Description: Information on logistical plans and activities from the standpoint of their effects on transportation systems. *Topics:* Transportation — pipe; air transportation systems; rail transportation systems. *Retrievability:* Files arranged by subject and construction zone.

Government Programs
NPA-100
Description: Information on the powers and authorities delegated to the NPA by other federal departments and agencies, except the National Energy Board. *Topics:* Permits and orders; land tenure and use; field surveillance scheduling and administration. *Retrievability:* Files arranged by subject and construction zone.

Industrial Benefits
NPA-110
Description: Information on the economic benefits to Canada of the construction of the Alaska Highway Gas Pipeline through the purchase of pipeline material. *Topics:* Pipe procurement; valve procurement; turbine-compressor packages; fittings procurement; Canadian content. *Retrievability:* Files arranged by subject and construction zone.

Socio-economic and Environment Unit

This unit acts as liaison with various public interest groups and territorial, provincial and federal bodies, advises on socio-economic and environmental policies and procedures, administers terms and conditions, carries out socio-economic and environmental surveillance and monitoring to minimize the negative effects and maximize the benefits of construction and operation of the pipeline. It also advises the Northern Pipeline Agency, federal, provincial and territorial government departments, community and native groups, and confers with the owners, contractors, and unions on matters related to the avoidance and resolution of labour disputes on the project.

Classes of Records

Socio-economic Issues
NPA-120
Description: Information on socio-economic issues such as manpower, social services and employment opportunities; also issues related to the existence of the pipeline. *Topics:* Social, economic and environmental effects; plans and plan schedules for pipeline construction; social services; opportunity measures; business opportunities; communities. *Retrievability:* Files arranged by subject and segment of the line.

Social and Cultural Issues
NPA-130
Description: Information on social and cultural matters, particularly as they relate to the effect of pipeline construction on the culture and livelihood of the indigenous peoples living along its route. *Topics:* Trap-line compensation; loss of livelihood; native harvesting; archaeological sites; protection of recreational areas; burial sites. *Retrievability:* Files arranged by subject and segment of the pipeline.

Environment
NPA-140
Description: Information on all aspects of the environment, including climatic conditions in areas through which the pipeline passes, any changes and their effects on pipeline construction. *Topics:* Environmental impact settlement; biological effects; wildlife; pollution; permafrost, frost heave, ice. *Retrievability:* Files arranged by subject and segment of the pipeline.

Manpower
NPA-150
Description: Information on manpower planning, requirements, reporting, recruiting, training, orientation and compensation as they relate to construction of the Alaska Highway Gas Pipeline. *Topics:* Information and recruitment; native hiring and opportunities; training and hiring preferences; manpower inventory; health plans, housing and work camps; contractor-union undertakings; female workers; statistics; manpower counts; construction manpower reports; surveillance manpower reports. *Retrievability:* Files arranged by subject and segment of the line.

Scheduling and Regulatory Unit

This unit oversees the project scheduling and cost control procedures involved in building the Alaska Highway Gas Pipeline, including scheduling, critical path planning, and cost review and monitoring. It is also involved in the major areas of project scheduling, project progress information centre and surveillance proceedings, right-of-way responsibilities delegated by the National Energy Board as well as the issue of permits and orders to ensure correct technical content.

Manuals

- Reports of Non-compliance Issued to Foothills by Surveillance Officers
- Station Construction Reports
- Consolidated Monthly Progress Reports
- Phase I Progress Report
- Final Design Cost Estimate Prebuild, Western Leg — April 1980
- Final Design Cost Estimate Phase I, Eastern Leg — December 1980
- Final Design Cost Estimate Prebuild, Western Leg Re-submission — September 1980
- 1982 Operations and Maintenance Expense Budget, Zone 7 and 8

Classes of Records

Surveillance Information
NPA-160
Description: Information on the day-to-day operations associated with pipeline and station construction. *Topics:* Diaries and reports; daily field orders; construction progress reports; equipment reports; reports of non-compliance. *Retrievability:* Files arranged by subject and segment of the line.

Right-of-way
NPA-170
Description: Information on the acquisition of land for the construction of the pipeline or of any facilities associated with it. *Topics:* Service of land owners; Land Acquisition Status Reports; right-of-way; grant of easement; applications for leave to take additional lands; acquisition of work space; public hearings. *Retrievability:* Files arranged by subject and construction zone.

Project Scheduling and Monitoring
NPA-180
Description: Information on regulatory matters, construction scheduling and monitoring, cost control and critical path planning for the project. *Retrievability:* Files arranged by construction zone.

Engineering Design Unit

This unit has the responsibility for design review and ensuring that appropriate methods are followed by the pipeline engineering section with each company of the Foothills Group. It is also responsible for the approval of all engineering design of the pipeline as well as providing direction to personnel who will be ensuring that the Company conform with the engineering requirements, orders, specifications and terms and conditions in the construction of the pipeline.

Manuals

- Stress Analyses, Frost Heave, Settlement, Muskeg, Pipe Stability, Earthquake
- Flow Studies
- Crossings
- Regulatory Submission Schedules
- Compressor Stations
- Operator's Manual
- Monitoring Procedures
- Pipeline and Compressor Testing and Acceptance Plans
- Commissioning
- Leave to Open

Classes of Records

Engineering Design and Development
NPA-190
Description: Information on the engineering design and development necessary before the construction of the pipeline. *Topics:* Specifications and codes; analyses and tests; materials engineering; geotechnical design; pipeline design. *Retrievability:* Files arranged by subject and construction zone.

Engineering and Operational File
NPA-200
Description: Information on all engineering aspects associated with the operational phase of the pipeline. *Topics:* Analyses and tests; compressor stations; meter stations; pipeline stress; engineering surveillance; pipeline crossings. *Retrievability:* Files arranged by subject and construction zone.

Background

The Northwest Territories Water Board was established under Section 7 of the *Northern Inland Waters Act*, which was proclaimed on February 28, 1972. The *Northern Inland Waters Regulations* were promulgated on September 14, 1972. Two amendments to the Regulations have been made since: one on January 15, 1974, and the other on July 17, 1975.

The Board consists of not less than three and not more than nine members appointed by the Minister of Indian Affairs and Northern Development and is made up of at least one nominee of each department of the Government of Canada that in the opinion of the Governor-in-Council are most directly concerned with the management of the water resources in the Northwest Territories, and at least six persons named by the Commissioner-in-Council of the Northwest Territories. The Board held its founding meeting in Yellowknife, Northwest Territories, on April 18, 1972.

Overall Responsibilities

The Board provides for the conservation, development and use of the water resources of the Northwest Territories in a manner that will provide the optimum benefit for all Canadians and for the residents of the Territories in particular. Under the Act, an application must be made to the Board and either an Authorization or Licence issued prior to the use of any waters or disposal of any water-borne waste.

The requirement for application applies equally to departments and agencies of the federal government. The only exclusions are the use of water for domestic purposes, for extinguishing a fire, or on an emergency basis, for controlling or preventing a flood.

Organization

Professional and technical staff is provided by the Minister of Indian Affairs and Northern Development. It is headed by the Controller, and includes the Supervisor of Pollution Control, the Supervisor of Licensing and Approvals, a hydrologist and a biologist. Technical and administrative support staff assist these professionals in carrying on the Board activities. A Technical Advisory Committee was established on October 17, 1973, to provide a forum for the discussion of technical matters related to applications for use of water.

Access Procedures

Please direct formal requests under the *Access to Information Act* to

Access to Information Co-ordinator
Northwest Territories Water Board
Precambrian Building, 9th floor
P.O. Box 1500
Yellowknife, N.W.T.
X1A 2R3
Telephone: (403) 920-8191

Pacific Pilotage Authority

OPERATIONS

- Pilotage Services
- Tariffs

ACCESS TO INFORMATION
CO-ORDINATOR
PACIFIC PILOTAGE AUTHORITY
SUITE 605
1200 WEST PENDER STREET
VANCOUVER, BRITISH COLUMBIA
V6E 2T9

Background

As a result of recommendations made by the Royal Commission on Pilotage in Canada, the *Pilotage Act* was assented to by Her Majesty and the Governor General in Council, and was proclaimed on February 1, 1972. The Act created four pilotage regions with specific Authorities, thereby replacing a large number of local pilotage districts. The four Pilotage Authorities — Atlantic, Laurentian, Great Lakes and Pacific — are Crown corporations, responsible to Parliament through the Minister of Transport.

The Pacific Pilotage Aurhority was incorporated as a Schedule D Crown corporation within the meaning and purpose of the *Financial Administration Act*.

Laws and Regulations

- Canada Shipping Act
- Pilotage Act
- General Pilotage Regulations
- Pacific Pilotage Regulations
- Authority By-laws

Overall Responsibilities

The role of the Authority is to establish, operate, maintain and administer, in the interests of safety, an efficient and economical pilotage service within its geographical boundaries — all coastal waters of British Columbia and the Fraser River. As a further goal, the Authority prescribes tariffs of pilotage charges that are to be fair, reasonable and consistent with providing sufficient revenues to permit the Authority to operate on a self-sustaining financial basis.

Organization

The Pacific Pilotage Authority consists of a chairman and six members appointed by the Governor General in Council. The Authority's head office is located in Vancouver, British Columbia. All management services, administrative, personnel, financial, contracts and purchasing, are provided by the Vancouver office.

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Pacific Pilotage Authority
1200 West Pender Street
Suite 605
Vancouver, British Columbia
V6E 2T9
Telephone: (604) 666-6771

Administration Branch

The function of this branch is to provide administrative and financial services as required to operate within accepted corporate business procedures.

Manuals

- Accounting Procedures
- Administrative Directives
- Pilotage Tariffs

Operations Branch

The function of the branch is to provide pilotage service by assignment, and to dispatch qualified pilots to ships navigating within the boundaries of the Pacific Pilotage Authority.

Manuals

- Collective Agreements
- Working Rules
- Accident Reports and Investigations
- Pilot Licence Register
- Service Contracts
- Dispatching Procedures

Classes of Records

Pilotage Services
PPA-10
Description: Information on the provision of pilotage services within the Pacific Region. *Topics:* Dispatching records; pilotage licences; tariff charges; assignment of pilots to vessels; accident reports; collective agreements; international shipping affairs.

Tariffs
PPA-20
Description: Information on the setting of tariffs for the provision of pilotage services; also conduct and results of negotiations on the setting of tariffs in various districts throughout the region as well as results of Canadian Transport Commission hearings.

Background

This Tribunal was constituted by the Parliament of Canada pursuant to an agreement with the government of Quebec whereby it is responsible for the hearing of appeals which arise from decisions of the Minister of National Revenue and the Minister of National Health and Welfare under the Canada Pension Plan (CPP), from decisions of the Minister of Revenue of Quebec, and in some circumstances, from decisions of the Quebec Pension Board under the Quebec Pension Plan (QPP). The Board further hears appeals from decisions of the Umpire under the *Unemployment Insurance Act*, 1971, on questions of law only, arising out of the interpretation and application of Section 3 of the Act.

The *Access to Information Act* does not apply to any material held by the Board which has to do with appeals arising under the Quebec Pension Plan. The inquirer in such cases should be directed to the pertinent officials of that province. Furthermore, this Act does not apply to any material received by the Board from the Office of the Umpire as indicated above, since the documents of that Office are not subject to this Act.

All decisions of this Board with respect to the Canada or Quebec Pension Plan are available to the public as published in full by the *Commerce Clearing House (CCH) Canadian Employment Benefits* and the *Pension Guide Reports*, Vol. II, pages 5951 (et seq.) Both these documents and the decisions of the Board are held by the department involved. Any inquiries should be directed to them.

Access Procedures

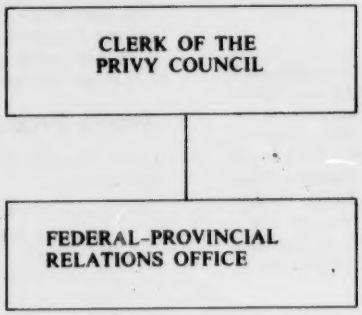
Formal requests under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Pension Appeals Board
P.O. Box 8567
Ottawa, Ontario
K1G 3H9
Telephone: (613) 993-2047

Classes of Records

Appeals
PAB-10
Description: Information on proceedings before the Pension Appeals Board. *Topics:* A completed file normally contains the notice of appeal; the reply to the notice of appeal; copies of correspondence and documents submitted by the parties involved in the appeal; and copies of decisions related to the appeal.

Privy Council Office



- Strategic and Constitutional Planning
- Provincial Analysis and Liaison

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
PRIVY COUNCIL OFFICE
ROOM 402, BLACKBURN BUILDING
85 SPARKS STREET
OTTAWA, ONTARIO
K1A 0R3

Background

When the responsibilities of Clerk of the Privy Council were defined in 1935, the duties included the preparation of Orders and Minutes of Council and general oversight and direction of the Office of the Privy Council. The increase in the work of the Cabinet as a result of the Second World War made it necessary to make provision for a Secretary to the Cabinet. The Secretary was to collect and organize agenda for Cabinet meetings, provide the information and materials necessary for the Cabinet deliberations and prepare the results for communication to the departments concerned.

The Privy Council Office (PCO) came into being as a result of an Order-in-Council in 1940, which added the duties of the Secretary to the Cabinet to those of Clerk of the Privy Council. Today, the PCO acts as a central agency providing a link between the Prime Minister, the Cabinet and the public service. The Office provides essential services to Cabinet, Cabinet Committees and the Prime Minister.

Laws and Regulations

- Minutes of Council PC 3374, October 25, 1935
- Order-in-Council PC 1940-1121E, March 25, 1940

Overall Responsibilities

The Privy Council Office has two main functions. One has to do with the operation of the Queen's Privy Council of Canada and primarily involves advice to the Governor General and the production of Orders-in-Council. The second has to do with the operation of Cabinet and the Committees of Cabinet.

For the purpose of the *Financial Administration Act*, the Privy Council Office is regarded as a department of government under the direction of the Prime Minister. The Clerk of the Privy Council and Secretary to the Cabinet, under whose direction the Privy Council Office's functions are carried out, is considered as a deputy head who takes precedence among the chief officers of the public service.

The Privy Council Office provides Secretariat support for Cabinet and the Committees of Cabinet to facilitate the collective decision-making of Cabinet and assists the exercise of the prerogatives of the Prime Minister, including the organization and processes of government and the appointment of senior officials to government positions.

The overall responsibilities of the Office may be summarized as follows:

- the co-ordination and provision of material related to the meetings of Cabinet and Committees of Cabinet for the use of the Prime Minister and the Chairmen of Committees;
- liaison with departments and agencies of government on Cabinet matters;
- undertaking of special studies on matters of current public policy concern as required; this includes participation in interdepartmental committees of officials through the provision of chairmen, members and secretaries and the preparation of papers for, and on behalf of, such committees;
- support and advice to the Prime Minister on his prerogatives and responsibilities for the organization of the government of Canada;
- advice to the Prime Minister on national security and intelligence matters, as well as the preparation of emergency planning in anticipation of national disasters or other emergencies requiring support of the responsible civilian authority;
- the examination of submissions to the Governor-in-Council to ensure conformity with policy and legal requirements, and the preparation of draft orders; and
- duties related to regulations made under the *Statutory Instruments Act* including the examination revisions, registration and preparation for publication of federal statutory regulations in Part II of the *Canada Gazette*.

Organization

The Privy Council Office is separated into two main branches: Plans and Operations. The Plans Branch assists the Prime Minister in defining the objectives and priorities of the government as well as determining the appropriateness of departmental mandates within the government. The Operations Branch is responsible for managing the business of Cabinet and Cabinet Committees. Each Committee has a corresponding secretariat that provides research and operational support. Most of these secretariats are in the Privy Council Office. As the concerns of Cabinet change, so do the Cabinet Committees. As a result, the number and titles of the secretariats within the Privy Council Office are also subject to change.

The Senior Personnel Secretariat serves as the personnel section for the selection and appointment of senior officers in Governor-in-Council positions. The Prime Minister is assisted in his responsibility for the safeguarding of the integrity of the nation by the Security and Intelligence Secretariat.

The Orders-in-Council section provides documentary and legal support to the Governor-in-Council.

Access Procedures

The Access and Privacy Co-ordinator for the Privy Council Office oversees both the Access to Information and the Privacy of Information function. Requests for access to records under the *Access to Information Act* should be sent to

Access to Information and Privacy Co-ordinator
Privy Council Office
Blackburn Building, Room 409
85 Sparks Street
Ottawa, Ontario
K1A 0A3
Telephone: (613) 992-5245

Classes of Records

The files held by the Privy Council Office are organized under broad subject headings. The information they contain deals with specific issues of interest to the government from time to time. Much of the material on these files has originated in other government departments. Requests for general information should be referred to the government department having the greatest interest in the subject matter.

It should be noted that Orders-in-Council are published in Part II of the *Canada Gazette* and are therefore records in the public domain. Requests for this material should not be made under the provisions of the *Access to Information Act*.

Exclusion or Exemption of Records

Under the *Access to Information Act*, a class of records is excluded from the provisions of the Act under Section 69. The records are referred to as confidences of the Queen's Privy Council for Canada. In addition, records that contain advice or recommendations may be exempted by a government institution pursuant to Section 21. Both these sections refer to records that are less than 20 years old.

Federal-Provincial Relations Office

Background

The Federal-Provincial Relations Office (FPRO) was established on January 15, 1975, by *An Act Respecting the Office of the Secretary to the Cabinet for Federal-Provincial Relations and Respecting the*

Clerk of the Privy Council. The unit had previously functioned as the Federal-Provincial Relations Secretariat in the Privy Council Office. It is headed by the Secretary to the Cabinet for Federal-Provincial Relations who, supported by two Deputy Secretaries, reports directly to the Prime Minister.

Organization

The FPRO has five principal components: a secretariat responsible for liaison with the provinces, a secretariat responsible for policy development, two additional secretariats dealing with economic and social policy and programs, and an Office of Aboriginal Constitutional Affairs.

Overall Responsibilities

The functions of the FPRO are to advise and assist the Prime Minister in his overall responsibility for federal-provincial relations, to provide the Cabinet with assistance in examining federal-provincial issues of current and long-term concern and to promote and facilitate federal-provincial co-operation and consultation. The FPRO also provides assistance to federal ministers, departments and agencies in the conduct of their relations with provincial governments.

Access Procedures

The Access and Privacy Co-ordinator for the Federal-Provincial Relations Office oversees both the Access to Information and the Privacy of Information function.

Requests for access to records under the *Access to Information Act* should be sent to

Access to Information and Privacy Co-ordinator
Privy Council Office
Federal-Provincial Relations Office
Blackburn Building, Room 409
85 Sparks Street
Ottawa, Ontario
K1A 0A3
Telephone: (613) 992-5245

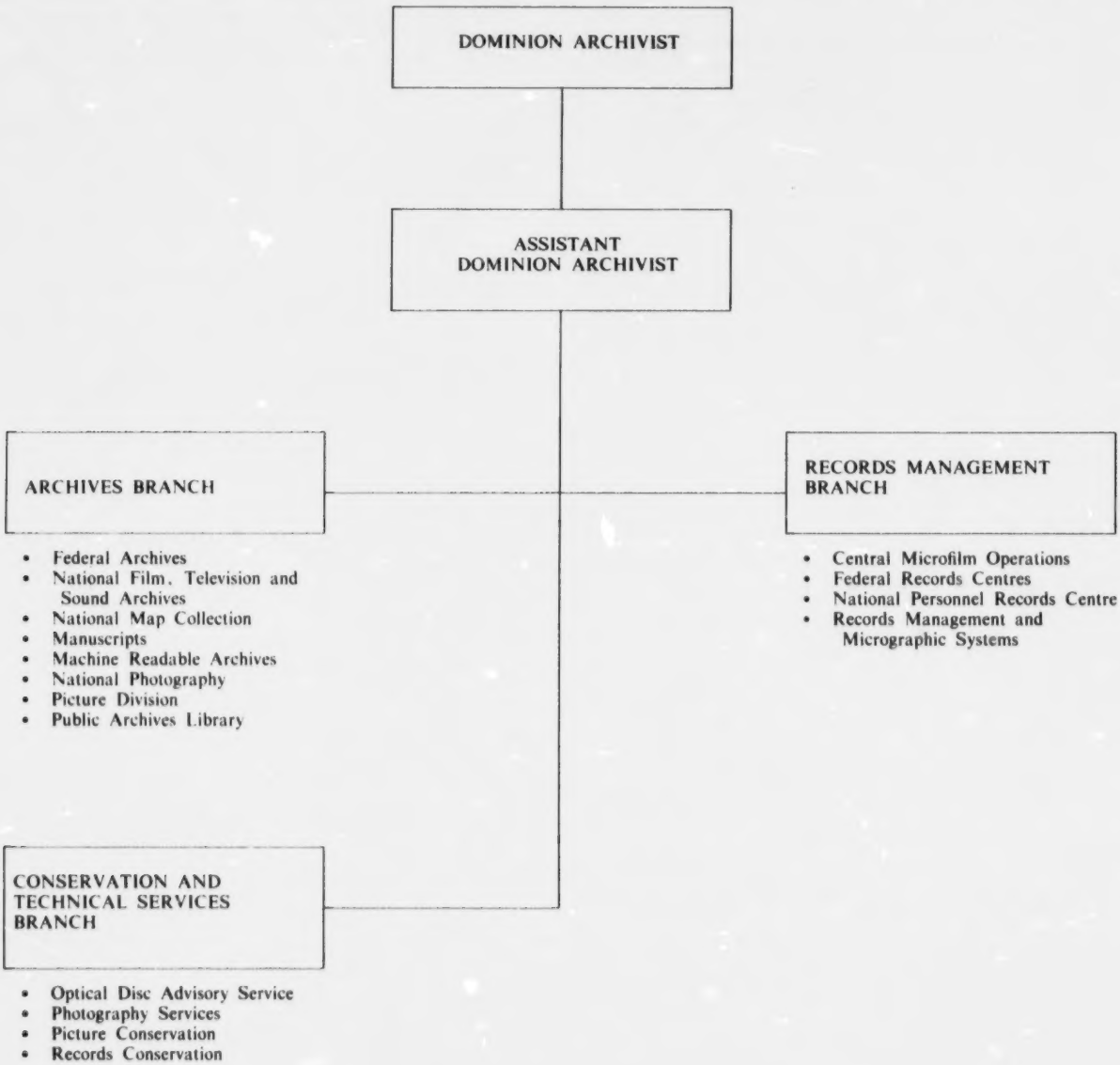
Classes of Records

The files held by the Federal-Provincial Relations Office are organized under broad subject headings. The information they hold deals with specific issues of interest to the government from time to time. Much of the material on these files has originated in other government departments. Requests for general information should be referred to the government department having the greatest interest in the subject matter.

Exclusion or Exemption of Records

Under the *Access to Information Act*, a class of records is excluded from the provisions of the Act under Section 69. The records are referred to as confidences of the Queen's Privy Council for Canada. In addition, records that contain information whose release could be injurious to the conduct by the Government of Canada of federal-provincial affairs may be exempted by a government institution pursuant to Sections 21 and 14.

Public Archives



ACCESS TO INFORMATION
CO-ORDINATOR
PUBLIC ARCHIVES OF CANADA
395 WELLINGTON STREET
OTTAWA, ONTARIO
K1A 0N3

Overall Responsibilities

Public Archives Canada (PAC) has a dual role. First, as a research institution, it is responsible for acquiring, from any source, all significant archival material 'of every kind, nature and description' on all aspects of Canadian life, and for providing suitable research services and facilities to make this material available to the public.

This broad mandate obliges the Public Archives to preserve material from the private sector as well as federal government institutions. The classes of federal government records described in this publication, however, do not include material placed in the Public Archives by persons or organizations other than government institutions. Access conditions for collections acquired from the private sector are normally established by negotiation between the donor and the Public Archives.

Second, the Public Archives has an equally important role to play in the efficient management of federal government records. In addition to contributing to overall efficiency, these activities provide for the preservation of an administrative memory by documenting current and former government activities.

Laws and Regulations

- Public Archives Act (1912)

Organization

The Department is directed by the Dominion Archivist, who is the deputy head, supported by an Assistant Dominion Archivist and four Directors-General heading administrative and operational branches. The Dominion Archvist reports to the Minister of Communications.

The Archives Branch consists of eight divisions: Manuscript, Federal Archives, Machine- Readable Archives, National Map Collection, Picture, National Photography Collection, National Film, Television and Sound Archives, and Public Archives Library. The Branch also maintains offices in London and Paris.

The Records Management Branch includes the Records Management and Micrographic Systems Division, the Federal Records Centres Division, the National Personnel Records Centre, and Central Microfilm Operations as well as the Office of Micrographic Standards and Development. The Branch also maintains federal records centres in the following cities: Halifax, Montreal, Ottawa, Toronto, Winnipeg, Edmonton and Vancouver.

The Conservation and Technical Services Branch consists of five divisions: Picture Conservation, Records Conservation, Photographic Services, Video Disc Systems and Computer Systems Services.

Departmental Administration has responsibilities for such services as finance, personnel and general administration.

General Information

Information on the different publications produced by the Public Archives can be obtained by contacting:

Publication Division
Public Archives
395 Wellington Street,
Ottawa, Ontario
K1A 0N3
Telephone: (613) 996-1473

Access Procedures

Formal access requests under the *Access to Information Act* should be forwarded to:

Access Section
Federal Archives Division
Archives Branch
Public Archives
395 Wellington Street
Ottawa, Ontario
K1A 0N3

Dominion Archivist's Office

The Domionion Archivist is ultimately responsible for all activites of the Public Archives. He also participates nationally and internationally in various committees, associations and councils. The Assistant Dominion Archivist assists the Dominion Archivist, particularly in the historical documents, records management and conservation functions.

Classes of Records

General Operations
PAC-10
Description: Information on the acquisition, conservation and use of historical documents and on the records management function. *Topics:* Correspondence with the Minister, the Treasury Board and other central agencies; publications; exhibitions; planning; evaluation and audit.

Federal-Provincial, National and International Liaison
PAC-20
Description: Information on participation in various departmental, provincial, national and international organizations. *Topics:* Associations — Association of Canadian Archivists, Association des archivistes du Québec; Societies — Society of American Archivists, Royal Commonwealth Society; Councils — International Council of Archives; and Committees — Senior Management Committee, Advisory Committee on Records, Archives Committee for Pan-American Institute of Geography and History.

Archives Branch

The Branch is responsible for the acquisition, organization and preservation of historical material from government institutions as well as private individuals and organizations; and the provision of access to historical government records, research facilities, advice, assistance and a references service for government departments and the research communities.

Federal Archives Division

This Division is responsible for the acquisition, selection, custody and preservation of the textual historical records created and received by the departments and agencies of the Government of Canada and their predecessors, and for making these records available for reference and research purposes.

Manuals

- Federal Archives Division Procedure Manual

Classes of Records

Acquisition and Control
PAC-30
Description: Information on the acquisition of government records and their selection, organization, description and conservation as the permanent historical record of the Government of Canada. *Topics:* Negotiations and liaison with departments and agencies; submission of records retention and disposal schedules and microfilm proposals; transfers of records and accessioning procedures; the organization, selection and description of historical records; liaison with other PAC divisions and branches on historical records.

Reference and Inquiries
PAC-40
Description: Information on the terms, arrangements and provisions for making information contained in historical records available to the general public. *Topics:* Registration of researchers; access and restrictions; microfilm interlibrary loans; photoduplication services.

Historical Records
PAC-50
Description: Information on all aspects of the organization and operations of federal government departments and agencies and their predecessors, selected for permanent preservation because of their historical value. *Topics:* Culture and communications; external relations; trade, commerce and statistical matters; fiscal and industrial affairs; judicial and parliamentary activities; state and general government administration; military and wartime activities; minerals and energy; natural resources, the north and scientific research; public works and transportation; social and native affairs. *Retrievability:* The original file classification systems used in the creating departments and agencies have been maintained, but the records of each department and agency have been placed into record groups. *Storage Medium:* Microfilm.

National Film, Television and Sound Archives Division

The main function of this Division is the acquisition and custody of historically significant audio and audio-visual records such as films, videotapes and sound recordings, from the private sector and government institutions. Reference services are available to government institutions as well as to the general public.

Manuals

- Internal Cataloguing Procedure Manual

Classes of Records

National Film, Television and Sound Archives
PAC-60
Description: General information on the functions of the Division. *Topics:* Access to material (restrictions); exchanges and agreements; loans; projects.

Acquisitions and Accessions
PAC-70
Description: Information on the acquisition of films, videotapes and sound recordings of historical value for preservation, cataloguing and storage by the Division. *Topics:* Cataloguing; preservation; evaluations, appraisals of collections; purchasing donations; negotiations.

Reference and Inquiries
PAC-80
Description: Information on reference and inquiries to the Division for information or copies of holdings. *Topics:* References; cataloguing; permissions to copy; inquiries — individuals, companies, societies and associations, municipal, provincial and federal government institutions.

Historical Records
PAC-90
Description: Selection of films, videotapes and sound recordings for permanent archival retention. *Topics:* Documentation on Canadian film, television and international cinema; still photographs and transparencies relating to television and films; sound recordings of historical events and broadcasts; biographical sound interviews; fiction and non- fiction films and videotapes. *Storage Medium:* Films, tapes, discs, photographs and transparencies.

National Map Collection

The main function of the Division is the acquisition and custody of historically significant cartographic and architectural records, mostly from federal government institutions. The Division also collects historical material from the general public. Reference services are available to government departments as well as to the general public.

Manuals

- Internal Procedures Manual — guidelines on the acquisition, appraisal, selection, classification, and accessioning of maps received from government departments.

Classes of Records

National Map Collection
PAC-100
Description: General information on the functions of the Division. *Topics:* Loans of maps; microfilming submissions from federal government institutions; access to material; internal research and cataloguing projects; development and participation in the archives course and the seminar on cartographic archives; provision of material for exhibitions.

Acquisitions and Accessions
PAC-110
Description: Information on the acquisition and accession of cartographic and architectural records from government institutions and the private sector for preservation, cataloguing and storage by the Division. *Topics:* Evaluations; negotiations; agreements; auctions; offers of maps. *Retrievability:* These files are arranged by subject, donor or collection.

Reference and Inquiries
PAC-120
Description: Information on reference and inquiries to the Division for information or copies of holdings. *Topics:* Inquiries — individuals, companies, societies and associations; colleges, universities and schools; municipal, provincial and federal institutions; permissions to copy; redistribution of maps.

Historical Records
PAC-130
Description: Selection of all cartographic and architectural forms, including maps, plans, charts, blueprints, atlases and globes for permanent archival retention. *Topics:* Early Canadian cartography; modern cartography (after 1850); government cartographic and architectural records. *Retrievability:* Collections acquired from government institutions and considered public records are filed by record group. Maps transferred to the National Map Collection from the collections acquired by the Manuscript Division are filed by collection name. Individual maps are filed by geographic classification number.

Manuscript Division

This Division is responsible for the acquisition, selection, organization, description, storage and preservation of nationally significant and historically valuable private manuscripts, corporate records and non-federal government records. It also serves government agencies and the public by making these records available to researchers, by performing research and by providing information and advice.

Manuals

- Manuscript Division Procedures Manual

Classes of Records

Acquisitions and Accessions
PAC-140
Description: Information on manuscripts and records acquired from the private sector to be organized, retained and preserved by the Public Archives. *Topics:* Acquisitions (negotiations, some evaluations and agreements with collectors, the public and donors; also exchanges with archival institutions); contacts for acquisition purposes; transfers, organization and control of manuscript collections. *Retrievability:* These files are arranged by subject, donor, collection and institution.

Reference and Inquiries
PAC-150
Description: Information on research performed by divisional staff, inquiries, and access to the records in the custody of the Division. *Topics:* Research (on historical events and persons, cultural, political, social, economic, scientific and intellectual development of Canada, genealogy, ships, military regiments and other miscellaneous subjects); inquiries — by individuals, organizations and government departments; access to records — lists of access restrictions and requests, including approval or denial of access (listed by year).

Machine-Readable Archives Division

This Division appraises, acquires, controls and makes available for research, historically valuable machine-readable (EDP) records produced in the public sector and those of national significance produced in the private sector. It also assists in the development and promotion of data archival techniques in other organizations.

Manuals

- Policies and Procedures Manual

Classes of Records

Machine-Readable Archives
PAC-160
Description: Correspondence of a general nature on the operations and activities of the Division. *Topics:* EDP hardware (equipment and machinery); EDP software (development or consideration of systems); studies, surveys and questionnaires; conservation of holdings.

Acquisitions and Accessions
PAC-170
Description: Information on the appraisal and acquisition of machine-readable data files of historical or long-term research value. *Topics:* Acquisitions (government and private sectors); liaison (institutions and countries); microfilm submissions; records retention and disposal schedules.

Reference and Inquiries
PAC-180
Description: Information on inquiries and access to machine-readable records in the custody of the Division. *Topics:* Access restrictions (government and private sector); inquiries.

Historical Records
PAC-190
Description: Machine-readable (EDP) information on many aspects of the operations of government departments and agencies, acquired for its historical and long-term research value. *Topics:* Culture and communication; external relations; trade, commerce and statistical matters; fiscal and industrial affairs; judicial and parliamentary activities; state and general government administration; military activities; minerals, energy and natural resources; the north and scientific research; public works and transportation; social and native affairs. *Retrievability:* These files are arranged by EDP file title and government department.

National Photography Collection Division

The Division collects, organizes, preserves and makes available selected photographic collections to the public.

Manuals

- Guide to Photo Control Procedures and Methods
- Descriptive and Subject Cataloguing at the NPC
- Thesaurus of Cataloguing Terms

Classes of Records

Acquisitions, Research and Control
PAC-200
Description: Information on the acquisition and preservation of photographic documents organized and retained by the Public Archives. *Topics:* Negotiations with (and evaluation for) photographers, members of the public and donors; biographies of historical and contemporary photographers; inventories (photographic holdings of some government departments and agencies); research and acquisition projects; contacts in the public sector; accession (the nature, source and location of each photo collection); transfer, organization, storage and control of photographic records. *Retrievability:* These files are arranged by subject, by individual accession and by name.

Reference and Inquiries
PAC-210
Description: Information on inquiries and access to photographic documents in the custody of the Division. *Topics:* Inquiries — individuals, organizations and government departments; the organization of reference services; the course and completion of exhibitions and publications; the cataloguing of photographs; access to records; photo duplication of records. *Retrievability:* These files are arranged by subject, year, individual, organization and government.

Historical Records
PAC-220
Description: Photographic documentation transferred to the Public Archives from federal sources illustrating all aspects of national life. *Topics:* Vary widely from one donor department or agency to another; depend on the functions of photography at the institution, such as public relations, scientific or technical recording or experimentation and engineering and construction. *Retrievability:* Records are usually kept in their original arrangements but are accessioned and described by donor, subject, and sometimes photographer. There is also an illustrated card catalogue of selected items from collections, various finding aids for specific collections, and collection name files created as part of the *Guide to Canadian Photographic Archives*. *Storage Medium:* Various types of photographic paper; photographic negatives (glass plates and celluloid); early photographic processes on metal or glass bases.

Picture Division

The main function of the Division is the acquisition and custody of historically significant pictorial and iconographical records, mostly from the private sector. Reference services are available to government departments as well as to the general public.

Classes of Records

Picture Division
PAC-230
Description: General information on the functions of the Division. *Topics:* Loans of pictures and transparencies; access to material;

internal research projects; provision of material for exhibitions; exchanges and agreements; artist files by name.

Reference and Inquiries
PAC-240
Description: Information on reference and inquiries to the Division for information or copies of holdings. *Topics:* Inquiries — individuals, companies, societies and associations, colleges, universities and schools, and municipal, provincial and federal government institutions; permission to copy.

Acquisitions and Accessions
PAC-250
Description: Information on the acquisition and accession of pictorial and iconographic records such as paintings, medals, drawings, posters and heraldry for preservation, cataloguing and storage by the Division. *Topics:* Evaluations; negotiations; agreements; auctions; offers of pictures; insurance. *Retrievability:* These files are arranged by subject, donor or collection.

Historical Records
PAC-260
Description: Paintings, drawings, heraldry, medals and posters selected for permanent archival retention. *Retrievability:* The holdings are arranged first by the physical aspect of the materials: paper (posters, fashion magazines, drawings); canvas (paintings); others (medals, heraldry). They are then arranged by name of artist or collection. There is a backup subject cross-index.

Public Archives Library Division

The main function of the Division is the acquisition and custody of historically significant collections of books and other publications from government institutions and the private sector. It serves as the departmental reference library for the other divisions on their archival projects and operations. Services are available to government institutions as well as to the general public.

Manuals

- Internal Procedural Manuals on Acquisition, Loans and Cataloguing

Classes of Records

Public Archives Library
PAC-270
Description: General information on the functions of the Public Archives Library. *Topics:* Loans; special projects; operational relations with other divisions; participation in exhibitions.

Acquisitions and Accessions
PAC-280
Description: Information on the acquisition and accession of early Canadian historical documents and their cataloguing for preservation and storage. *Topics:* Indexes, biographies, genealogies, shipping and directories of cities and townships; purchasing and donations; restriction on acquisitions; exchanges and agreements; evaluation appraisals of collections.

Reference and Inquiries
PAC-290
Description: Information on reference and inquiries to the Division for information or copies of holdings. *Topics:* Archives; records management; cartography; Canadian art; audio-visual archives and Canadian films; reports and journals of Canadian, American, British and French historical associations; permission to copy; research; inquiries — individuals, companies, societies, associations, and municipal, provincial and federal government institutions.

London and Paris Offices

The function of these Offices is to identify, evaluate and arrange for the acquisition or copying of archival material relevant to Canada (manuscripts, maps, paintings, prints, photographs or publications) in England, France and the surrounding countries; also to answer research inquiries and provide a reference service.

Classes of Records

London and Paris Offices
PAC-300
Description: Information on the acquisition or reproduction of archival material relevant to Canada. *Topics:* Specialized research; inquiries from government officials, scholars, university professors, students and the general public.

Records Management Branch

The function of this Branch is to provide comprehensive service in its field, primarily to federal government departments and agencies in Ottawa and in larger metropolitan centres across Canada. This service includes records centre storage and reference facilities, advice and assistance in records scheduling and disposal, the provision of training courses, printed standards and guides on records management, conduct of surveys and evaluations, assistance for internal audit staff at institutions in the auditing of records management functions, provision of micrographic operational services and assistance in other aspects of records management, including the federal government's Essential Records Program.

Manuals

- Records Management Organization and Procedures Manual

Central Microfilm Operations

This Division provides a complete micrographic operational service to government departments and agencies on a cost-recovery basis. This includes all microforms with special capacity in the area of microfiche and computer output microfilm.

Classes of Records

Central Microfilm Operations
PAC-305
Description: Information relating to the provision of a complete micrographic operational service to all government departments and agencies on a cost-recovery basis. *Topics:* General; source document microfilming; quality control; processing; computer output microfilm; duplication and microformatting.

Federal Records Centres Division

This Division provides safe and economical storage facilities for dormant records, essential records and active computer tapes of federal government departments and agencies in regions where the federal government has its major concentrations of activity. Records Centres are located in the following cities: Halifax, Montreal, Ottawa, Toronto, Winnipeg, Edmonton and Vancouver.

Classes of Records

Federal Records Centre Operations
PAC-310
Description: Information relating to provision of safe and economical storage facilities for dormant records, essential records and active computer tapes. *Topics:* General; accessioning; disposal; micrographic inspection and reboxing; reference services and tape library.

National Personnel Records Centre

The functions of the National Personnel Records Centre (NPRC) are to provide storage and reference services to federal departments and agencies and the general public on personnel and personnel-related records of former civilian and military federal employees and former members of the Royal Canadian Mounted Police; and to assume on behalf of the Dominion Archivist the responsibilities defined in current privacy legislation for all personnel records under NPRC control.

Classes of Records

National Personnel Records Centre Operations
PAC-340
Description: Information relating to the provision of storage and reference services for personnel and personnel-related records of former civilian and military federal employees and former members of the Royal Canadian Mounted Police. *Topics:* General; accessioning and accessions; disposal; reference services and inquiries.

Personnel Information Files
PAC-370
Description: Personnel information collected during the course of an individual's term of employment in the government. *Topics:* Former federal civilian employees and military personnel. *Retrievability:* These files are arranged by locator number. *Storage Medium:* Microfilm.

Office of Micrographic Standards and Reprographic Development

The office co-ordinates activities for the development of National Micrographic Standards and provides a referral centre in the field of reprography.

Classes of Records

Micrographic Standards and Reprographic Development
PAC-410
Description: Information relating to the development of micrographic standards; to national and international reprographic and micrographic organizations; to the provision of advice and assistance on reprographic subjects. *Topics:* General; micrographic standards; national and international liaison; research and reference.

Records Management and Micrographic Systems Division

This Division is responsible for advising, training, and assisting government institutions in the management of their records and the use of micrographics; for evaluating and monitoring the effectiveness of records management in government institutions for undertaking and promoting research into technological developments; and for ensuring the effective scheduling (for retention and disposal) of government records.

Classes of Records

Records Management Services
PAC-380
Description: Information relating to the advice, assistance, research and training in records management provided to federal government departments and other organizations. Also information relating to the control of requests for authority to dispose of government records and the evaluation of the effectiveness and efficiency of records management operations. *Topics:* General; consulting services; federal records inventory; evaluations; publications; research and development; scheduling and training.

Micrographic Advisory Services
PAC-415
Description: Information relating to advice provided to departments on the technical suitability of micrographic applications, to the dissemination of information on the state-of-the-art in micrographics, and to the training provided to departmental personnel. *Topics:* General; consulting services; micrographic technology course.

Conservation and Technical Services Branch

This Branch is responsible for picture and records conservation for the Public Archives including the training of qualified conservators, photography services and computer systems development.

Optical Disc Advisory Services

Optical Disc Advisory Services provides advisory services to the Public Archives in the research, design, development and implementation of optical disc storage and retrieval systems.

Classes of Records

Optical Disc Advisory Services
PAC-490
Description: General information on optical disc storage and retrieval systems. *Topics:* Research design development; storage and retrieval systems.

Photography Services Division

This Division is responsible for photographic services to the Public Archives and to the researchers who use the facilities.

Classes of Records

Photographic Services
PAC-495
Description: Information relating to photographic and electrostatic reproductions of materials held in the Public Archives. *Topics:* General; film preservation; photographic assignments; black-and-white reproductions; colour reproductions.

Picture Conservation Division

This Division is responsible for the conservation and restoration of historical and rare documents (principally oil paintings, fine art on paper, medals and photographic materials) for the Public Archives.

Classes of Records

Picture Conservation
PAC-500
Description: Information relating to the preservation and restoration services for works of art or paper, oil paintings, photographic records, medals and other holdings. *Topics:* General; water-colours; prints and drawings; oil painting conservation; medal conservation; photograph conservation.

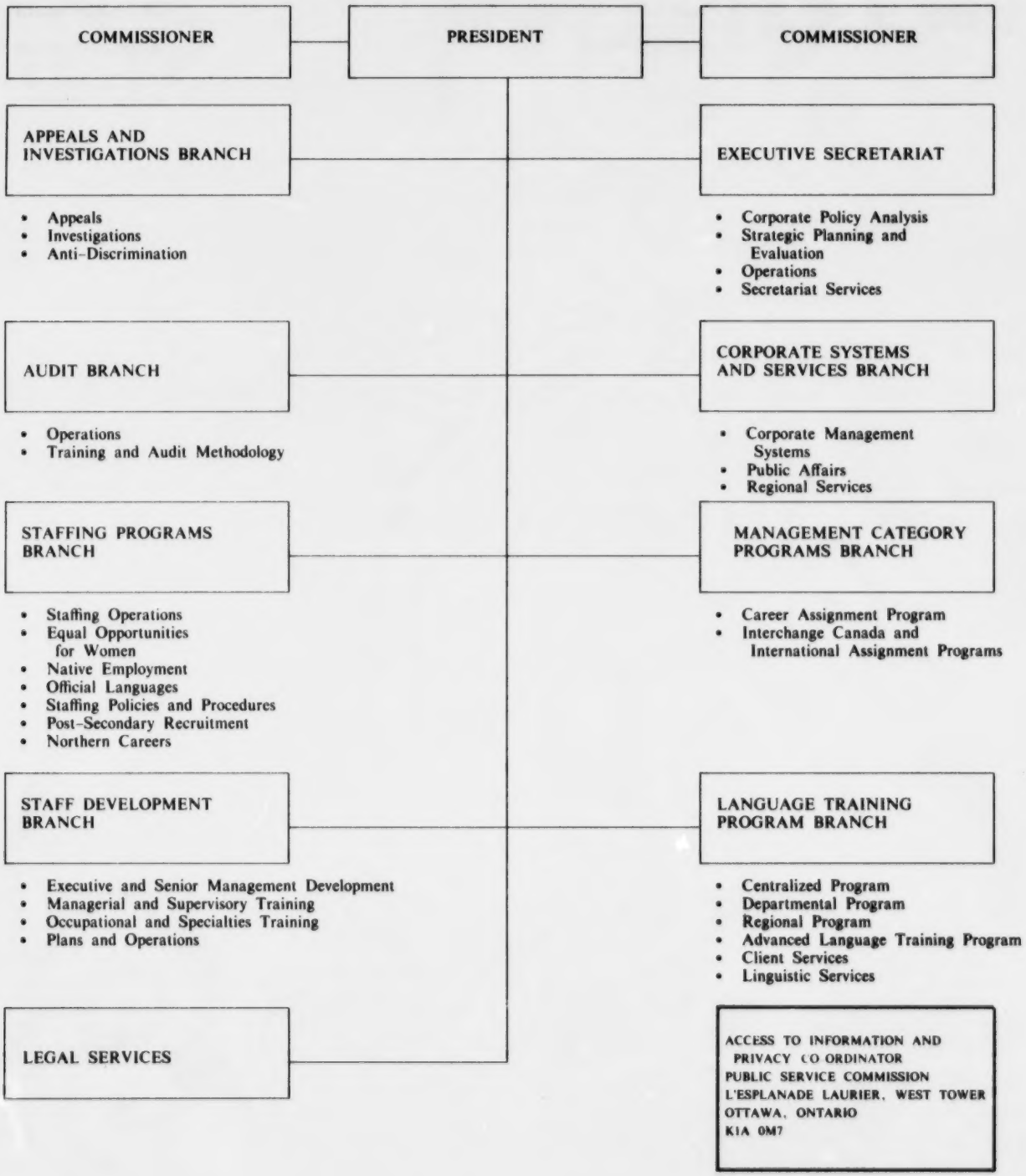
Records Conservation Division

This Division is responsible for the conservation and restoration of historical and rare books, manuscripts, maps, atlases, posters and other paper and leatherbound archival material for the Public Archives of Canada. It also provides a training program to develop qualified Canadian conservators.

Classes of Records

Records Conservation
PAC-505
Description: Information relating to the preservation and restoration services for rare books, manuscripts, maps, atlases, posters and other paper and leatherbound archival material. *Topics:* General; book restoration; map, poster and manuscript restoration; deacidification; conservation training program.

Public Service Commission



Background

The Public Service Commission (PSC) is a politically independent agency accountable to Parliament for the administration of the *Public Service Employment Act*.

The jurisdictional powers of the PSC rest with three commissioners — one chairman and two members. They are appointed by the Governor-in-Council for a ten-year term and have the status of deputy head. Together, the commissioners set the overall policy in accordance with the *Public Service Employment Act*. A majority of the commissioners constitutes a quorum. The Chairman is Chief Executive Officer.

The PSC, as it is known today, evolved gradually from the Civil Service Commission (CSC), which was established in 1908 under the *Civil Service Amendment Act*. This Act introduced the principle of merit as established by competition. However, it did not apply to positions outside of Ottawa. The *Civil Service Act* of 1918 placed the entire Service under the CSC. The *Civil Service Act* of 1962 preserved the independence of the Civil Service Commission and maintained the fundamental principles of the merit system.

The *Public Service Employment Act* (PSEA) of 1967 reaffirmed the merit principle and changed the name of the Civil Service Commission to the Public Service Commission. The PSC's main task became staffing, and the Commission was allowed to delegate staffing authority and power to departments. The PSC retained full responsibility for administering the appeals system. The Commission's responsibility for pay and classification and conditions of employment was transferred to Treasury Board of Canada.

Overall Responsibilities

The primary responsibility of the Public Service Commission today is to ensure that the merit principle, as determined by the Commission, is upheld in Public Service staffing operations. This is accomplished through

- the appointment or provision for the appointment of qualified persons to or from within the Public Service;
- the development and administration of processes and standards for selection of candidates for positions in the Public Service;
- the operation of an appeals system for appointments and demotions or releases for incompetency or incapacity; and
- the conduct of audits to evaluate the manner in which staffing authority has been exercised.

The *Public Service Employment Act* also provides for the Public Service Commission to

- promote the participation of women, francophones, native people and other underrepresented groups in the Public Service;
- ensure that physically and mentally handicapped persons are given effective equality of opportunity to compete for positions in the Public Service;
- provide professional leadership in facilitating, stimulating and operating programs of development and training, including language training and services, to bring about improvements in the skills and qualifications of Public Service employees;
- maintain an effective appeals mechanism for employees of the Public Service in respect of appointments, releases and demotions;
- investigate complaints of inequity and unfairness in employment under the *Public Service Employment Act;* and
- make decisions on allegation of political partisanship.

Members of the public seeking information about various PSC programs, services and policies are encouraged to telephone the Information Centre at (613) 996-5010. The Centre is located in Ottawa at 300 Laurier Avenue West (West Tower, L'Esplanade Laurier).

Access Procedures

Formal requests under the *Access to Information Act* should be forwarded to

Access to Information Co-ordinator
Public Service Commission
L'Esplanade Laurier, West Tower
Ottawa, Ontario
K1A 0M7
Telephone: (613)993-7261

Executive Offices

The Chairman and Commissioners' Offices have the overall responsibility for PSC policy in accordance with the *Public Service Employment Act*. The Executive Secretariat provides advice and assistance in the co-ordination of policy submissions from organizational components of the PSC. Accordingly, it develops and organizes policies affecting more than one organizational component of the PSC, administers Sections 21, 31, 32, and 39 of the *Public Service Employment Act;* provides replies to ministerial and parliamentary inquiries; and regulates the flow of documentation to and from the PSC.

Classes of Records

Secretariat Records
PSC-05
Description: The information contained in the records associated with this class relates to the establishment of policy; Commissioners' awards; the right of public servants to take part in political activities; requests for leave to participate in a federal, provincial or territorial election; studies and operational reports; and other operational activities affecting more than one operational component of the PSC. *Topics:* Commissioners' awards; policies and programs; political partisanship; studies and reports; employees appointed under exclusion order; leave of absence to seek election; public servants released or demoted. *Retrievability:* Files arranged by subject.

Management Category Programs Branch

The Branch, under the *Public Service Employment Act* and the Commission's policies, establishes policies and systems for the recruitment and selection of individuals for management category positions in the Public Service; performs planning, counselling and staffing for the management category; is responsible for the Interchange Canada and International Assignments programs, management category resource planning and analysis, and policy and systems development.

Classes of Records

Management Category Programs
PSC-10
Description: Information on policies and systems for the Management Category. *Topics:* Counselling; human resource planning, information systems; staffing; executive personnel; Committee of Senior Officials on Executive Personnel; Interdepartmental Committee on Personnel Policies for Managers; Interdepartmental Committee on Executive Resourcing Operations Committee. *Retrievability:* Files arranged by subject and individual.

Career Assignment Program (CAP)
PSC-20
Description: Information of the selection, education and assignment of CAP candidates; also special development programs. *Topics:*

Advisory services; assignments; education; participation files; selection; studies; surveys and reports. *Retrievability:* Files arranged by subject and individual or organization title.

Interchange Canada and International Assignment Programs
PSC-30
Description: Information on the exchange of senior executives with various federal, non-federal and international organizations. *Topics:* Associations; clubs; institutes; societies; colleges, schools; universities; committees; boards; councils; companies; corporations, manufacturers; federal government organizations; foreign government organizations; international organizations. *Retrievability:* Files arranged by subjects.

Staffing Branch

The Branch administers the *Public Service Employment Act and Regulations* through the establishment of policies and directives, selection standards and tests, referral selection and appointment of candidates for employment; career counselling to employees and candidates; and operation of special programs for women, natives, both official language groups, blacks, northern careers, and the handicapped, which are designed to remove barriers, promote changes in attitudes and monitor progress.

Manuals

- Staffing Manual
- Operations Procedure Manual
- Operations Performance Measurement System (OPMS) Manual

Classes of Records

Staffing Operations
PSC-40
Description: Information on the recruitment and referral of applicants for appointment to positions in non-delegated groups and levels; Instruments of Delegation of Staffing Authority, advice and assistance to other departments on staffing activities; and the certification of staffing officers. *Topics:* Appointments; black employment; competitions; Delegation of Staffing Authorities; handicapped employment; probation; recruitment and referral; separations; staffing priorities; transfers; Staffing Branch Management Committee; Inter-branch Operations Committee; Inter-branch Operations Committee; Interdepartmental Committee on Handicapped Employment; the Terminology Committee; OPMS Analysts Committee; Certification Committee. *Retrievability:* Files are arranged by subject and individual or organization.

Equal Opportunities for Women
PSC-50
Description: Information on the evaluation and recommendation of modifications to the staffing process to ensure the absence of bias in the employment and career progression of women; also statistics on the employment of women in the Public Service. *Topics:* Action plans; advisory services; publicity; studies; surveys and reports; Equal Opportunities for Women (EOW) Committee. *Retrievability:* Files arranged by subject and individual or organization.

Native Employment
PSC-60
Description: Information on evaluation and recommendation for modifications to select methods to ensure the absence of cultural bias and an inventory of native candidates for referral to departments. *Topics:* Action plans; advisory services; applications; National Joint Council on Native Employment. *Retrievability:* Files arranged by subject and individual or organization.

Official Languages
PSC-70
Description: Information on guidelines for determining the language proficiency required of employees in bilingual positions; advice and assistance on language training plans. *Topics:* Advisory services; case files; language selection standards; language tests; language review committee. *Retrievability:* Files arranged by individual, organization and social insurance number.

Staffing Policies and Procedures
PSC-80
Description: Information on planning and development of new or amended staffing policies and procedures, the direct participation in major legislative and regulatory studies and reviews, and the co-ordination of Commission-union consultation. *Retrievability:* Files arranged by subject and project files.

Post-secondary Recruitment Program
PSC-90
Description: Information on a national and regional accessible applicant inventory of post-secondary graduates interested in positions in the Administrative and Foreign Service, Scientific and Professional, and Technical categories; also the Co-operative Education Program. *Topics:* Advisory services; Co-operative Education Program; Financial and Public Administration; Foreign Service; Committee of Post-secondary Recruitment Co-ordinators. *Retrievability:* Files arranged by individual or organization.

Northern Careers
PSC-91
Description: Information on training of native people through career path counselling, on-the-job assignments and training workshops leading to permanent positions within the Program or other positions in federal departments in the North. *Topics:* Participant sponsorship; studies; surveys and reports. *Retrievability:* Files arranged by subject and project files.

Audit Branch

The Branch conducts audits of delegated and non-delegated staffing activities and other personnel management functions, as delegated by the Treasury Board of Canada, to assess the management of staffing and other personnel management systems, including the assessment of the effectiveness and impact of policies, practices, procedures and regulations on these systems. These audits are carried out on a cyclical basis in all departments and agencies that come under the *Public Service Employment Act (PSEA)*. The results are used by the Commission to determine the content and duration of the instruments for delegation of staffing authority and to account to Parliament each year on the state of staffing delegation under Section 45 of the *PSEA* and by the Treasury Board of Canada to assess the administration of its personnel management policies and systems.

Manuals

- Personnel Audit and Review Guide
- Audit Branch

Classes of Records

Audit
PSC-100
Description: Information on cyclical audits of staffing and other personnel activities in departments and agencies; special studies and project audits on specific aspects of the staffing system such as Summer Students, Exclusion Orders, Canada Employment and Immigration Commission, Public Service Recruitment and Referral Service. *Topics:* Department; special audit; policy; methodology; Delegation Advisory Committee; Interdepartmental Personnel Audit and Review Committee. *Retrievability:* Files arranged by subject.

Appeals and Investigation Branch

The Branch establishes independent boards to hear appeals by public servants against alleged breaches of the *Public Service Employment Act and Regulations*, including cases taken to the Federal Court of Canada. It also investigates complaints alleging discrimination, harrassment, unfair administrative treatment on the job, questionable staffing activities and other complaints on personnel matters.

Manuals

- Anti-discrimination Operational Procedures Manual
- Appeals Operational Procedures Manual
- Investigations Operational Procedures Manual

Classes of Records

Anti-discrimination
PSC-110
Description: Information on alleged discrimination in the Public Service on grounds of sex, race, national origin, colour, religion, age, marital status, physical disability, criminal records, security clearance, political preference and equitable application of regulations dealing with conditions of work. *Topics:* Cases; sex restrictions; special cases. *Retrievability:* Files arranged by individual or organization.

Appeals
PSC-120
Description: Information on appeals by public servants against alleged breaches of the *Public Service Employment Act and Regulations* in appointments or recommendations for demotion and releases; also Federal Court cases. *Retrievability:* Files arranged by individual or organization.

Investigations
PSC-130
Description: Information on the investigation of complaints concerning the implementation of the *Public Service Employment Act*, except allegations of discrimination as defined in the Act. *Topics:* Cases; special investigations. *Retrievability:* Files arranged by individual or organizations.

Staff Development Branch

The Branch provides executive, professional, managerial and supervisory training to public servants throughout Canada in response to departmental demand by providing individualized learning activities, standard courses or training events custom-designed to suit the specific job requirements of a particular department or group of departments.

Manuals

- Staff Development Branch Policies and Procedures Manual

Classes of Records

Executive and Senior Management Development
PSC-140
Description: Information on courses, seminars and workshops for senior executives and senior managers, including course preparation, content and evaluation. *Topics:* Management training; financial management; personnel management; senior management development. *Retrievability:* Files arranged by subject.

Managerial and Supervisory Training
PSC-141
Description: Information on policies, course material and correspondence relating to middle management and supervisory orientation courses. *Topics:* Roles of managers and supervisors; management of human resources; planning and control activities; staff relations; organization structuring; management and problem solving; delegation and time management. *Retrievability:* Files arranged by subject.

Occupational and Specialty Training
PSC-142
Description: Information on occupational and specialty training and development activities sponsored by departments and agencies; marketing of products and services; consultative services, including advisory services; contract services, courses, open learning system; information on the Training Certification Program of departmental and agency trainers, including assistance, resources and research material. *Topics:* Advisory services; contract courses; open learning system. *Retrievability:* Files arranged by subject.

Plans and Operations
PSC-160
Descriptions: Information on planning of Branch activities, marketing of products and services, course evaluations, registrations and counselling. *Topics:* Calendar of courses; course design and development; course registrations; counselling; marketing; quality assurance; studies; surveys and reports. *Retrievability:* Files arranged by subject.

Language Training Program Branch

The Branch provides basic language training to employees on the Commission's or client's premises; designs and conducts specialized and developmental courses for departments and agencies; and gives advice and assistance to clients in various areas of language trainging such as the development of teaching materials to meet specific needs, program evaluation, needs analysis, consultation, testing and orientation of language trainees.

Classes of Records

Language Training
PSC-200
Description: Information on program planning, implementation and evaluation; courses, advisory services, studies, surveys and reports. *Topics:* Advisory services; courses; policies and procedures; studies; surveys and reports. *Retrievability:* Files arranged by subject.

Public Service Staff Relations Board

ACCESS TO INFORMATION
CO-ORDINATOR
PUBLIC SERVICE STAFF
RELATIONS BOARD
P.O. BOX 1525, STATION B
140 O'CONNOR STREET
OTTAWA, ONTARIO
K1P 5V2

Background

The Public Service Staff Relations Board (PSSRB) was established in 1967 by the *Public Service Staff Relations Act* as amended. The board is designated as a department, within the meaning and purpose of the *Financial Administration Act* (Order in Council 1967-635, April 4, 1967), and reports to Parliament through a minister of the Crown other than a member of the Treasury Board as designated by the Governor in Council. At present the minister responsible is the President of the Privy Council.

Prior to October 1, 1975, arbitration and adjudication were separate institutions under the *Public Service Staff Relations Act*, drawing administrative and support services from the board. Amendments to the Act effective October 1, 1975 placed these functions within the responsibility of the board.

Laws and Regulations

- Public Service Staff Relations Act
- Public Service Staff Relations Board Regulations and Rules of Procedure

Overall Responsibilities

The board administers the *Public Service Staff Relations Act* which established a system of collective bargaining, a grievance process and an adjudication procedure for the federal public service (as defined in that Act). These responsibilities include such matters as determination of bargaining units, certification and decertification of bargaining agents, arbitration of interest disputes, adjudication of rights disputes and generally the provision of an administrative structure within which the rights and responsibilities of the employers and employees in the federal public service may be exercised or enforced.

Organization

Pursuant to amendments to the *Public Service Staff Relations Act* which were proclaimed effective October 1, 1975, the board is composed of "...a Chairman, a Vice-Chairman, not less than three Deputy Chairmen and such other full-time and part-time members as the Governor in Council considers necessary to discharge the responsibilities of the Board." With the 1975 amendments, the board became a public member board in which each member represents only the public interest. Previously, employee and employer interests were represented on the board by equal numbers of part-time members and only the chairman, vice-chairman and the deputy chairmen were full-time members. All appointments are for periods not exceeding seven years, with the exception of the chairman, vice-chairman and deputy chairmen, whose appointments are for periods not exceeding ten years. Part-time members are appointed either for the purpose of adjudicating upon grievances which have been referred to adjudication or for chairing divisions of the board which have been assigned responsibility for the issue of arbitration awards.

Key Contacts

Information which may be informally accessed may be obtained by contacting either of the following services:

- General Enquiries: (613) 992-5012
- Library Services: (613) 992-3584
- Access to Information and Privacy Co-ordinator: (613) 996-2798
- Legal Counsel: (613) 996-2707
- Records Management Services and Reading Room: (613) 996-2701

Access Procedures

All requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Public Service Staff Relations Board
P.O. Box 1525, Station B
140 O'Connor Street
Ottawa, Ontario
K1P 5V2
Telephone: (613) 996-2798

Secretary Registrar's Office

The secretary registrar is reponsible for the development of an effective system for the processing of all proceedings coming before the board under the provisions of the Act and its regulations. This includes, in addition to an individual case registration and file system for each type of proceeding, the provision of support services for board meetings and hearings throughout Canada such as hearing accommodations, clerical and secretarial assistance, recording and transcribing facilities and arrangements for court reporters.

Classes of Records

Applications for Certification (Section 27)
PSSRB-10
Description: Applications for employee organizations seeking certification as bargaining agents for groups of employees considered to be units of employees appropriate for collective bargaining. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

Applications for Revocation of Certification (Section 41)
PSSRB-20
Description: Information on revocation of certification. Any person claiming to represent a majority of employees in a bargaining unit may apply to the board for a declaration that the certified bargaining agent no longer represents a majority of the employees. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

Specification and Alteration of Process for Resolution of Disputes (Sections 36 and 38)
PSSRB-30
Description: Information on the process specified by a bargaining agent for resolving a dispute when negotiating a collective agreement between the bargaining agent and the employer by referral of the dispute to the board for arbitration or to a conciliation board. The process and any future alterations from one method to the other are recorded by the board as part of the certification process. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

Applications for Determination of Rights of Bargaining Agents (Section 47)
PSSRB-40
Description: Information on the determination by the board, after the revocation of certification of a bargaining agent, as to rights and duties of that bargaining agent or those of the new bargaining agent. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

Applications for Declaration of Successor Rights (Section 48)
PSSRB-50
Description: Information on the declaration or determination by the board as to what rights, privileges, and duties, if any, have been acquired or are retained by an employee organization after a merger or amalgamation of employee organizations or a transfer of jurisdiction among employee organizations other than by revocation of certification. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

General Powers and Duties of the Board (Section 18)
PSSRB-60
Description: Information on the general powers and duties of the board, including the issuing of orders requiring compliance with the Act, regulations or any decision on matters coming before the board. *Topics:* Applications to the board for compliance orders under provisions of the Act which have no specific remedy prescribed. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

Requests for Review of Decisions (Section 25)
PSSRB-70
Description: Information on the review, revision, amendment, alteration or variation by the board of any of its decisions or orders. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

Applications for Determination of Status of Employees (Section 33)
PSSRB-80
Description: Determinations by the board as to whether any employee or class of employees is, or is not, included in a bargaining unit. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

Complaints of Unfair Practices (Section 20)
PSSRB-90
Description: Information on complaints alleging unfair practices. *Topics:* Contravention of the Act or regulations; failure to give effect to a provision of an arbitral award; failure to give effect to an adjudicator's decision. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

Presentation of Grievances and Referral to Adjudication (Sections 90 and 91)
PSSRB-100
Description: Information on the presentation of certain grievances over a wide range of matters affecting terms and conditions of employment, except where there is an administrative procedure for redress provided for under an Act of Parliament. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

Policy Grievances (Section 98)
PSSRB-110
Description: Information on determinations by the board, of references by employers or bargaining agents to enforce obligations alleged to arise out of collective agreements or arbitral awards. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

Objections to Managerial and Confidential Exclusions (Section 2)
PSSRB-120
Description: Information on determinations by the board, after objections by the bargaining agents, of the status of employees proposed for exclusion from bargaining units by the employer on the grounds that they are employed in a managerial or confidential capacity. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

Designated Employees (Section 79)
PSSRB-130
Description: Rulings on the status of employees or classes of employees in a bargaining unit, whose duties at any particular time are necessary to the interest or the safety or security of the public. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

Requests for Arbitration (Section 63)
PSSRB-140
Description: Information on written requests for arbitration from either party after both have bargained in good faith but have been unable to reach agreement on any term or condition of employment, for employees in a bargaining unit whose bargaining agent has specified referral to arbitration as the method for resolving negotiation disputes. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

Applications for Extension of Time to Implement Arbitral Awards (Section 74)
PSSRB-150
Description: Information on application from either party for extension of time to implement the provisions of arbitral awards if unable to do so within the required 90 days. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

Applications for Extension of Time to Implement Provisions of Collective Agreements (Section 56)
PSSRB-160
Description: Information on application by either party for extension of time to implement the provisions of a collective agreement if unable to do so within the period agreed upon, or 90 days. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

Applications for Declaration of a Strike as Lawful or Unlawful (Section 103)
PSSRB-170
Description: Information on applications by either employers or bargaining agents for a declaration by the board on the legality of strikes. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

Applications for Consent to Prosecute (Section 106)
PSSRB-180
Description: Applications for consent to prosecute in the courts an alleged failure by any person to observe any prohibition contained in Sections 8, 9 or 10, or an offence under Section 104 of the Act. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

Applications for the Extension of Time (Regulation 89)
PSSRB-190
Description: Applications for the extension of time for the performance of an action, serving of a notice, filing of a document or initiation or proceedings when the prescribed time for each of these activities has expired. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

Approval of Grievance Form (Regulation 73)
PSSRB-200
Description: Approvals for employers' grievance forms to be made available to their employees. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

Applications to Determine a New Occupational Category (Section 2)
PSSRB-210
Description: Applications to determine an occupational category of employees other than those identified in Section 2 of the Act. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

Questions of Law or Jurisdiction (Section 23)
PSSRB-220
Description: Rulings on questions of law or jurisdiction arising in connection with a matter that has been referred to the arbitration tribunal or adjudicator. *Note:* Section 23 of the Act has been repealed effective October 1, 1975 and this file series is now closed. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

Office of Mediation Services

The Office assists the employers and bargaining agents in resolving their disputes when impasses occur in negotiating collective agreements. They also assist in the resolution of differences, with respect to

employees proposed as persons employed in a managerial or confidential capacity, and concerning employees proposed for designation in connection with the provisions of the Act relating to the safety or security of the public. In addition, they endeavour to settle complaints alleging violations of certain sections of the Act or regulations.

Manuals

- Office of Mediation Procedures — Conciliation Boards, Mediators, Conciliators

Classes of Records

Requests for a Conciliator (Section 52)
PSSRB-230
Description: Written requests by employers or bargaining agents, during the collective bargaining process, for conciliators when the parties are unable to reach agreement on a term or condition of employment which may be embodied in a collective agreement. *Retrievability:* Files arranged by case file.

Appointment of a Mediator (Section 17)
PSSRB-240
Description: Information on the appointment by the chairman of a mediator to attempt to resolve differences between the employer and a bargaining agent. *Topics:* Terms or conditions of employment under negotiation for a collective agreement; designation of employees under the safety or security provisions of the Act; proposed managerial or confidential exclusions; and complaints of certain unfair practices. *Retrievability:* Files arranged by case file.

Requests for the Establishment of a Conciliation Board (Section 77)
PSSRB-250
Description: Information on the establishment of a conciliation board for the investigation and conciliation of disputes, where the bargaining agent for the bargaining unit concerned has specified referral to a conciliation board as the method for resolving negotiation impasses, and the parties have bargained in good faith with a view to concluding a collective agreement, but have been unable to reach an agreement on any term or condition of employment for employees in the relevant bargaining unit, at the request of either party, by notice in writing to the Chairman. *Retrievability:* Files arranged by case file.

Legal Services

This unit provides advice and recommendations on the statutory and regulatory powers of the board, provides the chairman and board with legal opinions and advice on matters referred to them, keeps abreast of legal developments, particularly as they may affect labor legislation in general and the *Public Service Staff Relations Act* in particular. It also represents the board before the Federal Court.

Manuals

- PSSRB Reports

Classes of Records

Cases Referred to the Federal Court of Appeal
PSSRB-260
Description: Rulings by the Federal Court of Appeal to uphold or set aside decisions of the Public Service Staff Relations Board under Section 18 and 28 of the *Federal Court Act*. *Retrievability:* Files arranged by case file.

Pay Research Bureau

This bureau is responsible for obtaining information on rates of pay, employee earnings, conditions of employment and related practices, prevailing both inside and outside the public service, to meet the needs of the parties bargaining in the federal public service. It is also responsible for developing and maintaining a data bank of up-to-date data and conducting research studies to support the processes of collective bargaining in the Public Service of Canada. It also provides information on compensation and related matters in the federal public service to industry, provincial and municipal governments, bargaining agents and other organizations, when to do so is in the public interest.

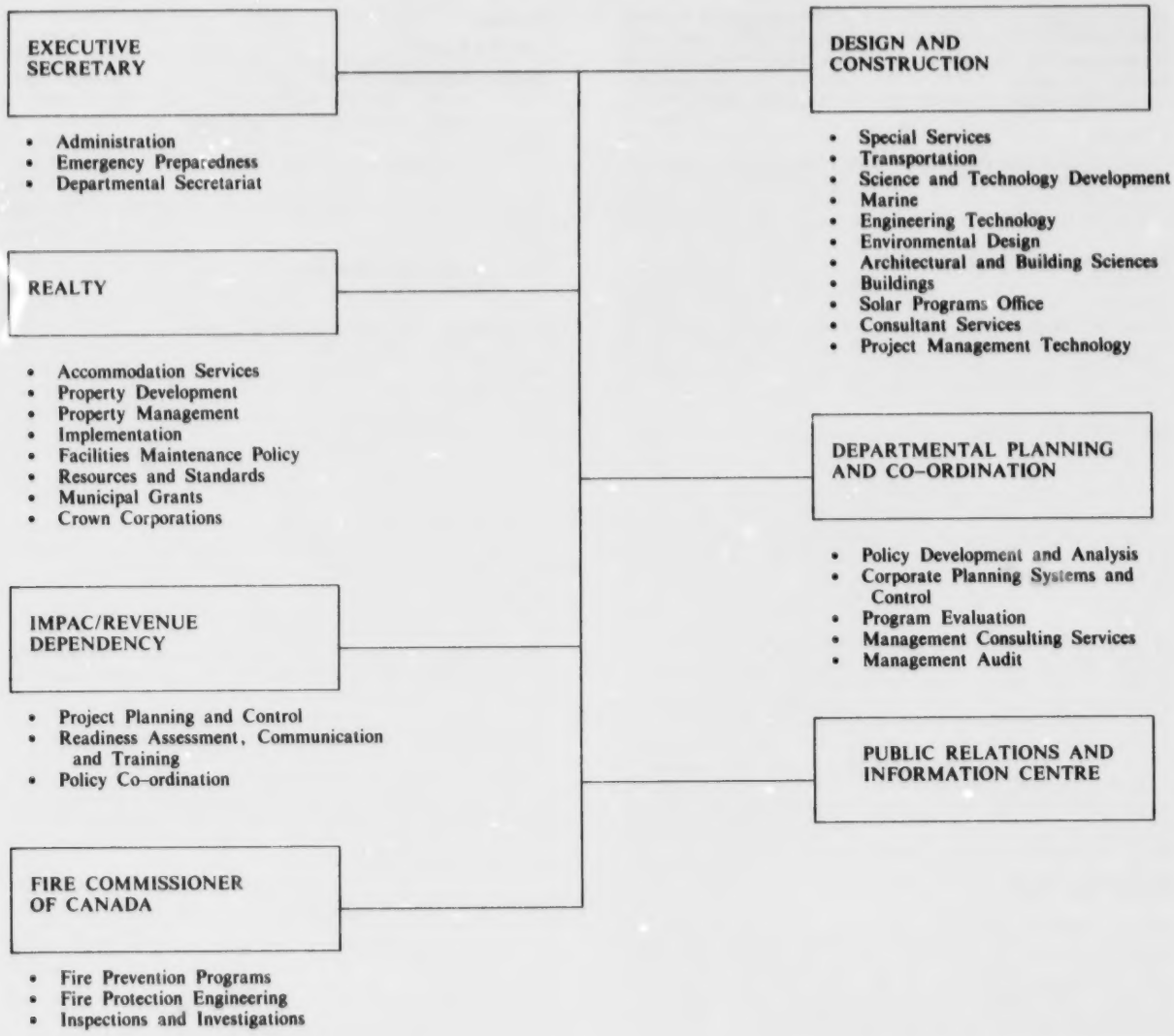
Classes of Records

Salaries and Wages
PSSRB-270
Description: Information on the salaries and wages of selected employee groups in Canada. *Topics:* Salaries and wages of Canadian professional, administrative, technical, administrative support and operational employees. *Storage Medium:* Computer, paper copy and microfiche. *Retrievability:* Files arranged by ubject.

Federal Public Service Collective Bargaining Information
PSSRB-280
Description: Collective bargaining information on federal public servants. *Topics:* Publications — collective agreement analysis; settlement summaries; arbitration, conciliation and adjudication decisions. *Storage Medium:* Computer, paper copy and microfiche. *Retrievability:* Files arranged by subject.

Benefits and Working Conditions
PSSRB-290
Description: Information on benefits and working conditions of employees in Canada. *Topics:* Employee benefits — management, professional, office and non-office employees; incidence, characteristics and costs of benefits. *Storage Medium:* Computer, paper copy and microfiche. *Retrievability:* Files arranged by subject.

Department of Public Works



ACCESS TO INFORMATION
CO-ORDINATOR
PUBLIC WORKS CANADA
PUBLIC RELATIONS AND
INFORMATION SERVICES
SIR CHARLES TUPPER BUILDING
RIVERSIDE DRIVE
OTTAWA, ONTARIO
K1A 0M2

Background

Public Works Canada was established in 1867 by an act respecting the public works of Canada (SC 1867-68 c.12). Before that time, public works were carried on in the Province of Canada by the Commissioner of Public Works Canada who controlled canals, works in navigable waters, harbours, lighthouses, beacons and buoys, slides and booms, roads and bridges, public buildings, and provincial vessels.

Laws and Regulations

Public Works Canada administers the following statutes, in whole or in part:

- Bridges Act, RSC 1970, c.B-10 (See also Table of Public Statutes, except Fort Falls Bridge Authority)
- Dry Docks Subsidies Act, RSC 1970, c.D-9
- Expropriation Act, RSC 1970, c.16 (1st Supp.)
- Government Harbours and Piers Act, RSC 1970, c.G.-9 (s.5)
- Government Property Traffic Act, RSC 1970, c.G.-10
- Government Works Tolls Act, RSC 1970, c.G-13
- Kingsmere Park Act, RSC 1952, c.161
- Laurier House Act, RSC 1952, c.163
- Official Residences Act, RSC 1970, c.P-20 (2nd Supp.) — an act to amend the Prime Minister's Residence Act
- Ottawa River Act, RSC 1870, c.24
- Public Works Act, RSC 1970, c.P-38, amended in 1977, c.28
- Surplus Crown Assets Act, RSC 260, s.l. C.S.-20
- Trans-Canada Highway Act, RSC 1970, c.T-12
- Municipal Grants Act, RSC 1970, c.182, 5.1
- Municipal Grants Act, RSC 1980

Overall Responsibilities

Public Works Canada is responsible for the management of real property for the Government of Canada and the provision of planning, design, construction and realty services to government institutions, departments and agencies, while contributing to the government's wider social, economic and environmental objectives.

The Department builds, purchases and disposes of land and other real property; rents premises; and maintains, improves and manages properties owned or leased by the Government of Canada. It also provides marine facilities, roads, bridges and public utilities as required by other federal government programs.

As a common service agency the Department carries out its activities through seven substantive programs:

- Administration — provides central policy direction and administrative support services for all departmental programs.
- Professional and Technical Services — provides the professional and technical services necessary to support programs of Public Works Canada and other departments and agencies in the fields of construction and fire prevention.
- Accommodation — provides departments and agencies of the federal government with accommodation of approved standards of quality, quantity and efficiency.
- Marine — provides and maintains marine facilities as required by federal programs for the development and support of industry and for water level control.
- Transportation and Other Engineering — provides and maintains roads, bridges and public utility services as required by federal government programs.
- Land Management and Development — manages and develops federal lands so as to combine the efficient provision of government services with the achievement of wider social, economic and environmental objectives.
- Municipal Grants — manages and administers the *Federal Municipal Grants Act*, covering the payment of grants in lieu of taxes to Canadian municipalities.

Organization

Public Works Canada is a highly decentralized department, delivering service to other federal governments from six regional offices. There are also several district offices located in each region, which provide local service to the Department's clients and the public. The regional offices are located in Halifax (Atlantic Region); Montréal (Québec Region); Ottawa (National Capital Region); Toronto (Ontario Region); Edmonton (Western Region); and Vancouver (Pacific Region). They carry out the Department's program delivery responsibilities and services in the areas of planning, property administration, real estate services, energy management, contract policy and administration, design and construction, and finance and administration.

Key Contacts

Inquiries

Telephone: (613) 998-9560

Public Relations and Information Services

Telephone: (613) 998-9560

Information Research and Library Services

Telephone: (613) 998-8350

Access to Information Co-ordinator

Telephone: (613) 998-4270

General Information

Public Relations and Information Services

Traditionally Public Works Canada has provided information directly to the public through its Public Relations and Information Services Branch. Requests for information usually reach the Department as telephone, personal or written inquiries.

Telephone inquiries are handled by the recipient of the call or referred to a qualified official. Managers are held responsible for the quality and accuracy of information released. Telephone inquiries are generally quick, definite questions on precise topical problems and can be answered within the scope of a conversation. Complex or highly technical questions are referred for reply to specialists within the Department. Should an inquiry require considerable research, the caller will be informed to that effect and forwarded the information, when available (normally by mail).

Persons wishing to conduct research personally are usually referred to the Public Relations and Information Services Branch. The branch ensures that the required information is available and arranges contacts within the Department.

Information Research and Library Services

The public is invited to use the library for research during normal business hours. If the requested information is not available in the Public Works Canada Collection, the user will be directed to other sources of information accessible to the Department.

Written inquiries of a general nature are routed through Public Relations and Information Services, which may forward them to appropriate departmental officials for reply. Specific inquiries are

routed directly to appropriate officials. If lengthy delays are foreseen in responding, the correspondent is notified by an interim reply. The final response is made as soon as the requisite information becomes available.

The existing system of informal access has been in use for several years and has proven efficient and capable of handling all inquiries. The public is encouraged to contact Public Works Canada for any information within the Department's sphere of responsibility through the headquarters, regional and district offices listed below.

Public Works Canada
Public Relations and Information Services
Sir Charles Tupper Building
Riverside Drive
Ottawa, Ontario
K1A 0M2
Telephone: (613) 998-9560

Pacific Region

Public Works Canada
Information Services Officer
1166 Alberni Street
Vancouver, B.C.
V6E 3W5
Telephone: (604) 666-1295

Western Region

Public Works Canada
Information Services Officer
9925 — 109th Street
Edmonton, Alberta
T5K 2J8
Telephone: (403) 425-3175

Public Works Canada
Finance and Administration Officer
Room 201
Federal Building
269 Main Street
Winnipeg, Manitoba
R3C 1B2
Telephone: (204) 949-2388

Public Works Canada
Finance and Administration Officer
2221 Hanselman Court
P.O. Box 1208
902 Spadina Crescent East
Saskatoon, Saskatchewan
S7K 3N5
Telephone: (306) 665-4667

Ontario Region

Public Works Canada
Information Services Officer
4900 Yonge Street
Willowdale, Ontario
M2N 6A6
Telephone: (416) 224-4361

Public Works Canada
Senior Departmental Representative
457 Richmond Street
P.O. Box 668
London, Ontario
N6A 4Y4
Telephone: (519) 679-4288

Public Works Canada
Senior Departmental Representative
197 East Street
2nd Floor
Sault Ste. Marie, Ontario
P6A 3C7
Telephone: (705) 949-1511

Public Works Canada
Senior Departmental Representative
540 West Arthur Street
Thunder Bay, Ontario
P7E 5R7
Telephone: (807) 577-6444

National Capital Region

Public Works Canada
Information Services Officer
L'Esplanade Laurier
140 O'Connor Street
Ottawa, Ontario
K1A 0M3
Telephone: (613) 992-8336

Quebec Region

Public Works Canada
Information Services Officer
200 Dorchester Blvd. West
Montreal, Quebec
H2Z 1X4
Telephone: (514) 283-2736

Public Works Canada
Senior Departmental Representative
Champlain Harbour Station
Wolfe's Cove
Quebec, Quebec
G1K 4K2
Telephone: (418) 694-3631

Public Works Canada
Departmental Representative
Box 260
180 Cathédrale Street
Rimouski, Quebec
G5L 7C7
Telephone: (418) 722-3022

Atlantic Region

Public Works Canada
Information Services Officer
P.O. Box 2247
1190 Barrington Street
Halifax, Nova Scotia
B3J 3C9
Telephone: (902) 426-2687

Public Works Canada
Manager, Administrative Services
189 Prince William Street
P.O. Box 7350
Postal Station A
Saint John, New Brunswick
E2L 4J4
Telephone: (506) 658-4521

Public Works Canada
Manager, Administrative Services
P.O. Box 4600
Building 301, Pleasantville
St. John's, Newfoundland
A1C 5T2
Telephone: (709) 726-4946

Public Works Canada
Manager, Administrative Services
P.O. Box 1268
Dominion Building (2nd Floor)
Charlottetown, P.E.I.
C1A 7M8
Telephone: (902) 892-5455

Public Works Canada
Manager, Administrative Services
P.O. Box 520, Station A
Goose Bay, Labrador
A0P 1S0
Telephone: (709) 896-5312

Access Procedures

Formal access to information under the *Access to Information Act* should be directed, in the prescribed form, to the following Public Works Canada locations:

Public Works Canada
Access to Information Co-ordinator
Sir Charles Tupper Building
Riverside Drive
Ottawa, Ontario
K1A 0M2
Telephone: (613) 998-4270

Atlantic Region

Public Works Canada
Regional Chief of Administration
P.O. Box 2247
1190 Barrington Street
Halifax, Nova Scotia
B3J 3C0
Telephone: (902) 426-7893

Quebec Region

Public Works Canada
Regional Chief of Administration
200 Dorchester Blvd. West
Montreal, Quebec
H2Z 1X4
Telephone: (514) 283-7651

National Capital Region

Public Works Canada
Chief of Public Relations
140 O'Connor Street
Ottawa, Ontario
K1A 0M3
Telephone: (613) 992-8336

Ontario Region

Public Works Canada
Chief of Administration
4900 Yonge Street
Willowdale, Ontario
M2N 6A6
Telephone: (416) 224-4225

Western Region

Public Works Canada
Chief of Administration
9925-109th Street
Edmonton, Alberta
T5K 2J8
Telephone: (403) 425-3194

Pacific Region

Public Works Canada
Chief of Administration
1166 Alberni Street
Vancouver, B.C.
V6E 3W5
Telephone: (604) 666-2229

Manuals and Directives Management Program

The Manuals and Directives Management Program maintains an interdepartmental system that captures, records and keeps current all management decisions, policies and procedures that affect the Department's business for the reference of responsible officers and managers.

The information is disseminated to departmental personnel through *announcements*, *directives* and *articles*.

Announcement — a communication of appointment, organizational change or the introduction of special programs deserving executive attention, promulgated by the Deputy Minister. Announcements are valid for six months.

Directive — a written communication containing policy, promulgated by the Deputy Minister as a continuing authoritative reference for employees.

Article — a written communication describing procedures, guidelines, standards, instructions and related information of a specific nature in support of departmental policies or directives, promulgated by the functional head.

Some articles may be published as interim articles to deal with temporary or unique situations, for the purpose of testing procedures, or where urgency is a factor. In all cases, it will be the originator's responsibility to ensure that these interim documents, when appropriate, are integrated into the manuals system as quickly as possible.

In co-operation with the departmental library, the Manuals and Directives Unit maintains an index of all manuals published by the department. A full set of up-to-date manuals is maintained and available in the library. These are listed below.

- E.I.S. — Directives
- E.I.S. — Appointments and Announcements
- Organization
- Design and Construction
- Departmental Planning and Co-ordination
- Property Administration
- Financial Management
- Departmental Index of Authorities
- Year-End Closing Instructions
- Public Accounts Instructions
- Accounts Receivable
- Personnel Management
- Public Relations and Information Services
- Real Estate Services
- Administration
- Materiel Management
- Environmental Safety

- Impac/Revenue Dependency
- Contract Policy and Administration
- Dominion Fire Commissioner
- Information Management
- Project Delivery System
- Emergency Preparedness
- Affirmative Action

Planning and Co-ordination Branch

Policy Development and Analysis Directorate

The directorate develops and co-ordinates departmental policies, investigates and makes recommendations on policy areas, and determines their impact on the Department.

Corporate Planning Systems and Control Directorate

This directorate organizes, develops, co-ordinates and evaluates the departmental planning process. This includes the setting of management planning timetables, plan formats, organization responsibilities and the quality control of plans. The directorate also carries out reviews of organizational roles and structure and is responsible for preparing the departmental systems plan, which outlines the priorities for corporate systems development. Further, it provides secretariat services for the Systems Development Committee and the Project Delivery Systems (PDS) Steering Committee.

Program Evaluation Directorate

The directorate's prime objective is to assist the Deputy Minister and other senior managers in the Department in decision-making on resource allocation and the management, delivery, design and impact achieved by the departmental program. This is accomplished by conducting periodic program evaluation studies of departmental programs and activities.

Management Consulting Services Directorate

This directorate provides internal management consultant services for the Department in response to specific requests from senior management; supports the development, integration, implementation and maintenance of departmental corporate management policies, systems, procedures and planning capabilities through its consultative role; manages and controls the Department's use of "external management consultant" resources, including managing the funds for acquiring outside consultant services; leads task forces and participates on special projects designated by the Deputy Minister or the Executive Committee.

Management Audit Directorate

The directorate has the overall responsibility for the complete departmental audit program to ensure departmental adherence to policies, guidelines and standards as prescribed by the Department, the Comptroller General, Treasury Board and the Auditor General.

Personnel Branch

This branch consists of four directorates: Personnel Planning and Systems; Education, Training and Development; Staff Relations; and Personnel Operations. It provides national policy and services in the areas of staffing, classifications, career planning, training and development, human resources planning and other personnel product areas. The branch also provides special services to the Equal Opportunity Programs Directorate. It maintains the Personnel Management Systems (PMS) and the Official Languages Information Systems (OLIS).

Realty Branch

Property Administration — Accommodation Services Directorate

This directorate is responsible for the space planning, management and marketing of Public Works-controlled accommodation. It helps the Treasury Board of Canada develop and monitor accommodation policies and standards and ensures the maximization of revenues from Public Works' real property portfolio. It is also responsible for the leasing of space from the private sector as required by the government. See the following Classes of Records: PWC-10, PWC-80 and PWC-130.

Property Management Directorate

The directorate is responsible for the full range of tenant services such as energy conservation, physical security and fire safety programs, signage, priority use of fuels, general maintenance and service contracts. In consultation with the Contract Policy and Administration Directorate it develops procedures for inviting and processing quotations and tenders for work in existing Crown-owned and leased buildings. See PWC-80 and PWC-130.

Facilities Maintenance Policy Directorate

This directorate is responsible for the establishment and monitoring of policies, guidelines, standards and programs as they relate to the building maintenance services of Public Works Canada facilities. These services include electrical, mechanical, energy conservation, architectural, structural and general building maintenance such as cleaning services. See the following Classes of Records: PWC-10, PWC-80, and PWC-130 and all Operational Classes.

Real Estate Services — Property Development Directorate

The directorate is responsible for identification of realty development opportunities through "highest and best use" analysis and for the development of optimum solutions that contribute to the realization of the opportunities identified. In addition, the directorate is responsible for the interpretation and application of the Federal Land Management (FLM) principles within the Department. To meet its responsibilities on a national basis the directorate establishes policies, guidelines and procedures governing all real property transactions, including changes in use. See PWC-90, PWC-100 and PWC-170.

Implementation Directorate

This directorate is functionally responsible for services in the fields of real estate acquisition, appraisal and disposal as they relate to the *Government Land Purchase Regulations, Contracts Regulations Clauses, Government Lands Leasing and Licensing Regulations*, the *Federal Expropriation Act*, the *Surplus Crown Assets Act, Public Works Act* and the *Public Lands Grants Act*. This directorate is also responsible for the formulation of policies and procedures followed by the Department in carrying out these services, as well as being a liaison between the Treasury Board of Canada, the Privy Council Office and the regions in matters concerning departmental functions. See PWC-90 and PWC-170.

Resources and Standards Directorate

This directorate is responsible for the planning, development and maintenance of the departmental property inventory and the provision of legal land survey services. These services are required for the appraisal, expropriation, acquisition and disposal functions of the Department. See PWC-90, PWC-120 and PWC-170.

Municipal Grants Directorate

This directorate is responsible for the administration of the payments of grants to municipal, school, provincial and territorial taxing authorities in lieu of a real property tax for a taxation year and in lieu of a frontage or area tax on federal property situated within the area in which the taxing authority has the power to levy and collect the real property, frontage or area tax. Such federal properties are exempt from municipal taxation pursuant to Section 125 of the *British North America Act*. See PWC-90.

Crown Corporation Directorate

The directorate is responsible for liaison between Public Works Canada and the Crown corporations for which the Minister of Public Works is responsible.

IMPAC/Revenue Dependency Branch

This branch leads and co-ordinates departmental activities related to the Comptroller General's Improved Management Practices and Controls (IMPAC) plan; the introduction of charging other government departments for Public Works accommodation plus professional and technical services; and the conversion of Public Works to operating in a revenue-dependent mode of management. The Project issues statements of principles and goals, calls for annual departmental work plans by functions and regions, directs and co-ordinates activities in support of IMPAC and Revenue Dependency work plans, and acts as secretariat to the Executive Steering Committee (Public Works approval body).

Operations Branch

Operational Services Directorate

This directorate monitors departmental operations, maintains liaison with clients, responds to clients' problems and needs, assists regions in dealing with headquarters functions, client headquarters and central agencies, and provides operationally oriented guidance to regional management. See the following Classes of Records: PWC-10, PWC-50, PWC-60, PWC-80, PWC-90, PWC-110 and PWC-130.

Contract Policy and Administration Directorate

The directorate is responsible for the development, recommendation and implementation of guidelines and procedures as they relate to the management and administration of all types of Public Works contracts. See PWC-10, PWC-60 and PWC-130.

Operational Planning Directorate

This directorate is divided into three units: (1) Planning Analysis, which formulates the Department's Multi-Year Operation Plan, Budget-Year Operational Plan and Current-Year Operational Plan monitors activities and develops strategies for each Public Works program and provides ad hoc program analysis on request from the Minister and Executive Committee; (2) Performance Analysis, which develops and implements an Operations Performance Indicators System in support of both regional and national operations and measures and reports on the performance of operational plans and programs; and (3) Systems Support, which directs the development and implementation of the systems to provide the information required for the management of the national and regional operations of the department and the delivery of client program requirements. See PWC-60 and PWC-80.

Design and Construction Branch

Special Services Directorate

This directorate provides branch professional staff with advice and support in the areas of management practices, financial and personnel planning, business systems and general administration.

Design and Construction Services Directorate

Transportation Division

This division of the Design and Construction Directorate is responsible for all activities of a national scale relating to transportation works, such as transportation structures (bridges) and highways, under the jurisdiction of Public Works Canada. It is also responsible for the planning and implementation of technical and administrative policies, standards and guidelines relating to the field of transportation as it pertains to the Department. See PWC-50 and PWC-60.

Marine Division

The division is responsible for all aspects of marine construction, design, planning and engineering as required by Public Works Canada. It is also responsible for the development and co-ordination of the Marine Works programs funded by this and other government departments. See PWC-50 and PWC-60.

Environmental Design Division

The division provides professional services and support to Public Works Canada regional offices and other government departments in the fields of planning, urban design, landscape architecture, environmental analysis and the conservation of heritage structures. See PWC-50 and PWC-60.

Buildings Division

This division's responsibility is to establish a centre for the building product line in the branch and the Department through the provision of professional advice and support to regions, other branches, the department executive and other government departments. This responsibility requires the development of functional knowledge and suitable processes for its application, the assessment of product line organization and resources, and the monitoring of programs to ensure the achievement of satisfactory levels of building quality. See PWC-50 and PWC-60.

Consultant Services Division

The division is responsible, on behalf of the Department, for the negotiation of approvals through the Treasury Board of Canada, for entry into contract, and development of new contracts in the fields of engineering, architecture, construction and special consulting services. See PWC-50 and PWC-60.

Technology

Technology Development Division

This division manages special projects related to energy conservation, standards, systems, Government Master Specification development, technological planning, and technical documentation. See PWC-40, PWC-50, PWC-60 and PWC-110.

Engineering Technology Division

This division provides expertise in the fields of thermography and civil, electrical and mechanical engineering. See PWC-50, PWC-60 and PWC-110.

Architectural and Building Sciences Division

This division is charged with maintaining an adequate knowledge base in two areas: the building enclosure and the interior environment. To this end, it identifies and acquires the most appropriate and up-to-date technology for the design, construction, operation and maintenance of facilities. See PWC-50 and PWC-60.

Solar Programs Division

This division fosters the development of a viable, regional, Canadian solar industry through the purchase of active solar heating systems for use by government departments, agencies and Crown corporations. See PWC-50 and PWC-60.

Project Management Technology Division

The division has the prime responsibility and accountability for the acquisition, development and application of technologies and training related to the following professions: project management, cost planning, construction specifications, scheduling, and construction quality assurance in the Public Works' fields related to design and construction. See PWC-50 and PWC-60.

Finance and Administration Branch

Financial Services Division

The division directs departmental financial planning, resourcing negotiations with the Treasury Board of Canada, resource allocations, budgetary control and reporting, cash management and financial analysis.

Corporate Finance Division

The division processes, records and reports on the Department's financial transactions and accounting activities; develops, co-ordinates, monitors and evaluates departmental management accounting systems and structures, including a full cost disclosure system, in compliance with central agency and departmental policy or directives; supports all Public Works travel and relocation programs and (in conjunction with Personnel) the Pay Administration System; produces Public Accounts year-end submissions; and ensures accountability for non-budget fiscal accounts. The division provides related policy advice and feasibility assessments for departmental, interdepartmental and central agency committees.

Management Information Services Directorate

The directorate is responsible for provision of a full range of electronic data processing (EDP) and professional computer systems services to support all activities of the Department. It is responsible for the centralized development of all systems serving common national requirements, the management of departmental data bases, and central planning and control of all EDP in the Department. The directorate also provides technical computing services in support of the Department's Professional and Technical program and management science services to support departmental planners, analysts and managers.

Executive Secretary Branch

Administration Directorate

The directorate is responsible for the provision of all administrative support services such as materiel management, information research and library services, word processing, records management, forms, manuals and directives control, parliamentary returns, executive correspondence control security, safety, In-House Energy Conservation Program, Suggestion Award Program, and others. See PWC-10, PWC-110, PWC-140 and PWC-150.

Emergency Preparedness Directorate

This directorate provides plans and preparations for the control and regulation of construction and the allocation of engineering and construction resources throughout Canada; plans and arranges to protect the population from the wartime effects of radioactive fallout and other weapons' effects; and provides emergency government facilities and readiness plans (in peacetime and war). See PWC-20.

Public Relations and Information Services

The directorate is responsible for developing public awareness and understanding of the roles, missions, and activities of Public Work Canada; for maintaining responsive relations with the Minister's Office; for developing, implementing, maintaining and evaluating communications programs and mechanisms addressed to Public Works clients and public and internal users; assessing public feedback to public relations and information services activities; maintaining professional relations and communications with the media; maintaining liaison with public affairs and information services divisions in other government departments; and advising on the implementation of the Federal Identity Program.

Fire Commissioner of Canada

The Commissioner's Office is responsible for all fire prevention and fire safety programs for all federal government properties, including fire and explosion investigations; fire safety and property evacuation training for government employees; determination of fire protection engineering standards for building construction; advice to other government departments on related design, specifications and engineering standards; research in the fire protection field; the monitoring and evaluation of the Fire Commissioner's functions nationally and directing regional actions; correlation and distribution of federal government fire loss statistic; and maintenance of liaison with national professional and technical fire protection associations. See PWC-70.

Affirmative Action and Official Languages Directorate

This directorate is responsible to the Deputy Minister for the development and implementation of policies and programs designed to help minority groups in the work environment as well as the implementation of the federal Official Languages Policy in Public Works Canada. It also provides a procedural framework for monitoring and evaluating these programs.

Classes of Records

General Operations
PWC-10
Description: Information on Public Works Canada operational activities. *Topics:* Ceremonies and celebrations; contract administration; flags and flag poles; professional and technical services charging; client profiles; demand forecast system; post-occupancy evaluation; project delivery system; and project management. *Storage Medium:* EDP systems.

Emergency Preparedness
PWC-20
Description: Information on emergency preparedness activities in peacetime and war. *Topics:* Accommodation control; emergency government facilities; engineering and construction resources; exercises; increased readiness procedures; international liaison; peacetime emergencies; blast shelters; national shelter program blast and vulnerability reduction studies; provincial and community shelter plans; surveys. *Storage Medium:* EDP systems, plans, photographs, maps, graphics, films, tapes and microfiche.

Fine Art
PWC-30
Description: Information on the Public Works Canada Fine Art Program. *Topics:* Artists; paintings and portraits; rugs; tapestries and murals; sculptures and monuments. *Storage Medium:* Photographs.

Specifications
PWC-40
Description: Public Works Canada Specifications and Canadian Government Master Specifications. *Topics:* Specifications — architectural, structural, landscaping, food services, conveyor systems, mechanical, electrical and civil. *Storage Medium:* Microfiche.

Design and Construction
PWC-50
Topics: Construction programs; construction and quality assurance; consultants project control; consultants; cost planning and estimating; environmental analysis; landscaping and site development standards; project control systems; reports and unsolicited proposals; questionnaires; electrical, mechanical, marine and civil engineering. *Storage Medium:* EDP systems, slides and film, brochures, microfilm, photographs.

Project Files
PWC-60
Description: Information on projects undertaken by Public Works on work such as renovations, alterations, minor works and repairs to buildings, civil and marine structures, as well as work such as dredging, landscaping and paving. *Topics:* Planning and design; consultants; tendering and contract award; construction, payments; claims; change orders; meetings; project scheduling; reports; shop drawings; testing; fine art (see also PWC-30); materials and equipment. *Storage Medium:* Machine-readable records, microfilm, microfiche, maps, plans, photographs and specifications.

Fire Commissioner of Canada
PWC-70
Description: Information on the responsibility of the Fire Commissioner of Canada for fire safety in and around Government of Canada property. *Topics:* Fire protection; Fire Emergency Organization; fire orders and drills; inspections; promotion and development of fire safety; fire loss reports; false alarms; fire safety and equipment standards. *Storage Medium:* Machine-readable records, microfiche, films, slides, plans, specifications.

Accommodation
PWC-80
Description: Information on the provision of accommodation and related services to government departments and agencies. *Topics:* Assignment and use of space; eating facilities; guidelines and standards; parking studies and surveys; charging; housing; lettings; space management and planning. *Storage Medium:* Machine-readable records, maps.

Buildings and Lands
PWC-90
Description: Information on the provision of real estate services to government departments and agencies. *Topics:* Acquisition; appraisals; deeds and title documents; expropriations; easements; heritage properties; title claims; marine; Harbour Commission properties; breakwaters; wharves; offers of sites and buildings; sale of lands; grants on properties; transfer and zoning of land. *Storage Medium:* Machine-readable records, microfiche, drawings, plans, maps.

Property Development
PWC-100
Description: Information on federal land management. *Topics:* Development; area screening studies; comprehensive development framework studies; exclusive non-federal use projects; land-use analysis and optimization studies. *Storage Medium:* Maps, plans, photographs.

Energy Conservation
PWC-110
Description: Information on the Public Works Energy Conservation Program. *Topics:* Guidelines and standards; information exchange and co-operation; studies; building energy systems analysis; district heating and cooling; solid waste management; solar energy programs; geothermal energy and thermography. *Storage Medium:* Machine-readable records, photographs, cartographic and microfilm videotapes, disc storage.

Property Inventories
PWC-120
Description: Inventories of properties owned or leased by the federal government and its agencies. *Topics:* Inventories; Central Real Property Inventory; Public Works Canada Real Property Inventory. *Storage Media:* EDP systems, microfilm records, maps, survey plans, photographs, prints, film.

Maintenance and Repairs
PWC-130
Description: Information on the operation, maintenance and general upkeep of buildings owned and leased by the Crown. *Topics:* Cleaning and caretakers' supplies; elevators; eating facilities; garbage disposal; grounds; historical monuments; housing; linen contracts; look boxes; moving; tropical plants; open office landscaping; painting; parking; pest control; property management agreements; redecorating; roofs; studies and surveys; utilities; inspections. *Storage Medium:* EDP systems, maps, plans, photographs.

Safety
PWC-140
Description: Information on safety in federally controlled structures. *Topics:* Environmental safety; fire prevention and protection; standards. *Storage Medium:* EDP systems.

Physical Security
PWC-150
Description: Information on physical security in federally controlled structures. *Topics:* Bomb threats; building security; illegal occupation of government buildings.

Signs and Plaques

PWC-160

Description: Information on the Federal Identity Program and the design and development of standard signage. *Topics:* Identification of buildings: National Signage Program and its implementation.

Surplus Properties

PWC-170

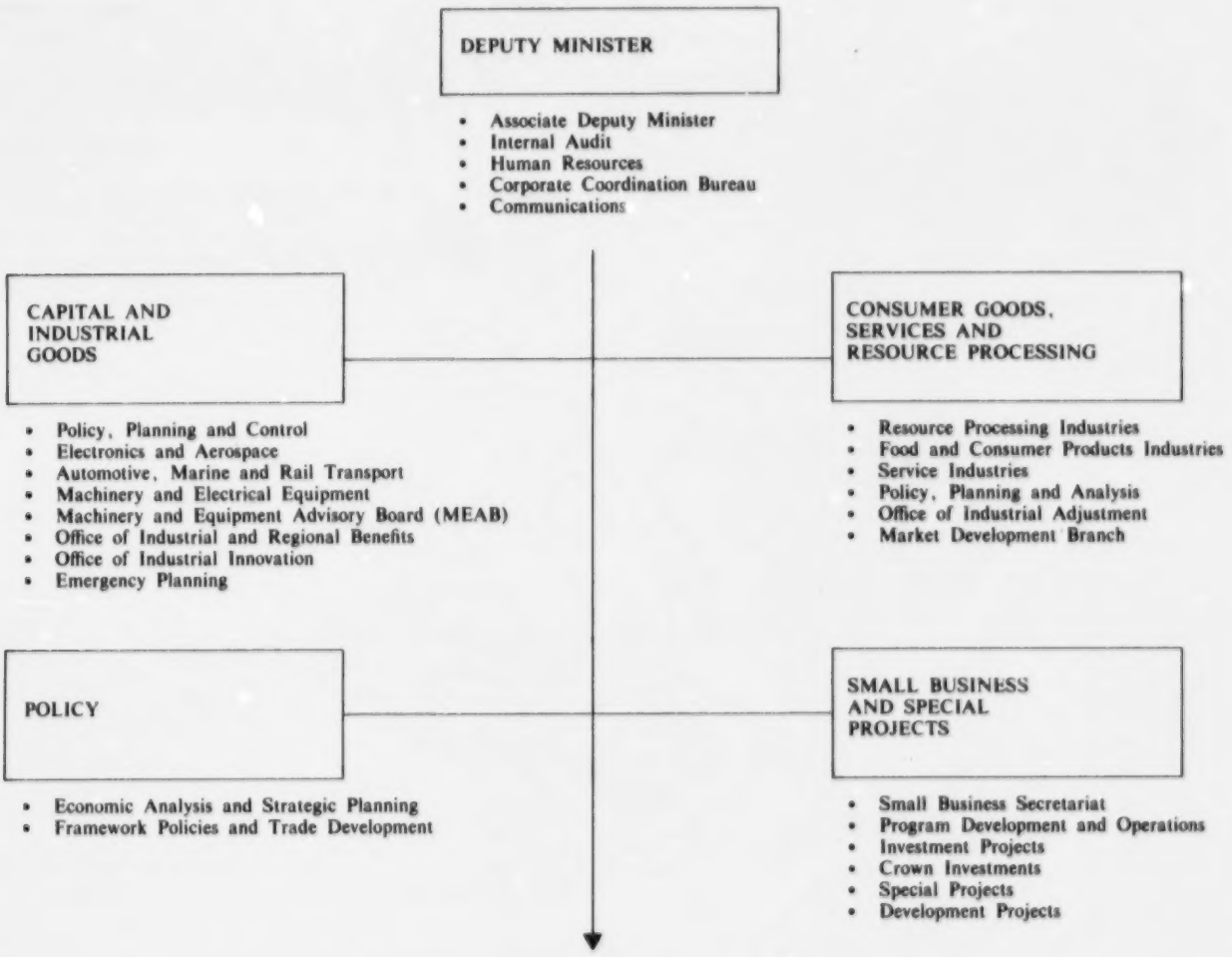
Description: Information on the disposition of properties or structures surplus to the needs of government departments and agencies. *Topics:* Notice of excess Crown property; demolition; disposal; surplus properties and inquiries for real property. *Storage Medium:* EDP systems and microfilm records.

Municipal Grants

PWC-180

Description: Information on grants to municipal, school, provincial and territorial taxing authorities in lieu of real property tax for a taxation year and in lieu of frontage or area tax in respect of federal property situated within the area in which the taxing authority has power to levy and collect real property tax or the frontage or area tax. *Storage Medium:* Maps, sketches, plans and photographs, machine-readable records. *Special Access Note:* Files are arranged by province and territory, with their taxing authorities in alphabetical order, from east to west.

Department of Regional Industrial Expansion



TOURISM

- Analysis and Liaison
- Tourism Development
- Tourism Marketing

COMPTROLLER

- Resource Management
- Computer Services
- Program Evaluation

OTHER RESPONSIBILITIES

- Federal Business Development Bank
- Foreign Investment Review Agency
- Cape Breton Development Corporation
- Canadian Patents and Development Limited
- National Design Council
- Textiles and Clothing Board
- Newfoundland and Labrador Development Corporation Limited
- Footwear and Leather Institute of Canada
- Native Economic Development Board
- Canadian Industrial Renewal Board

ACCESS TO INFORMATION AND
PRIVACY OFFICE
OFFICE OF THE COMPTROLLER
DEPARTMENT OF REGIONAL
INDUSTRIAL EXPANSION
3RD FLOOR
235 QUEEN STREET
OTTAWA, ONTARIO
K8A 0H5

Department of Regional Industrial Expansion

Background

The Department of Regional Industrial Expansion (DRIE) was created following a reorganization of economic development departments announced in early 1982. This reorganization, in part, involved the merging of elements from the Departments of Industry, Trade and Commerce and Regional Economic Expansion.

The Department of Regional Industrial Expansion is the principal federal department for encouraging investment in viable industrial undertakings in manufacturing, in resource processing and related service industries, in tourism and in small business.

Its basic mandate is to increase economic prosperity by promoting productive investments in industrial development and renewal in all regions of Canada by: encouraging investments to develop new products and services and increasing productivity, particularly through innovation; developing new export and domestic markets for Canadian products and services and assisting them to be more competitive in existing markets; assisting firms to make investments which will enable them to adjust to changing competitive conditions and enter new product and service areas; assisting viable small businesses, including tourism, in the areas of management, financing and technical and information needs.

Laws and Regulations

- Area Development Incentives Act
- Agricultural and Rural Development Act
- Cape Breton Development Corporation Act
- Regional Development Incentives Act
- Special Areas Act
- Federal Business Development Bank Act
- Foreign Investment Review Act
- Department of Regional Industrial Expansion Act
- National Design Council Act
- Small Business Loans Act
- Textile and Clothing Board Act
- Industrial Research and Development Incentives Act
- Small Business Investment Grants Act
- Industrial and Regional Development Act

In addition to the above, the Minister is responsible for the following regulations:

- Area Development Incentives Regulations
- Regional Development Incentives Regulations
- Baie Verte Special Area Order
- Prince Edward Island Special Area Order
- Special Areas Industrial Renewal Order
- Southeast New Brunswick Special Area Order
- Foreign Investment Review Regulations
- Small Business Loans Regulations
- Industrial Research and Development Incentives Regulations
- Small Business Investments Grants Regulations
- Industrial and Regional Development Regulations
- Automotive Manufacturing Assistance Regulations
- Canada Cycle and Motor Company Limited Enterprise Development Regulations
- Canadian Industrial Renewal Regulations
- Consolidated Computer Incorporated Adjustment Assistance Regulations
- Consolidated Computer Incorporated Enterprise Development Regulations
- Enterprise Development Regulations
- Footwear and Tanning Industries Assistance Regulations
- General Adjustment Assistance Regulations

Overall Responsibilities

The following is a list of major programs administered by the Department:

Industrial and Regional Development Program (IRDP): The core program of DRIE, it can provide assistance to business and non-profit organizations through grants, contributions, repayable contributions, participation loans and loan guarantees.

Tourism Canada (Canadian Government Office of Tourism — CGOT): This program promotes Canada's tourism industry abroad and in the domestic market and assists the industry in improving its product and competitiveness.

Defence Industry Production Program (DIPP): This program provides financial assistance to industrial firms involved in the production of defence or defence-related products for export.

Program for Export Market Development (PEMD): Delivered by the Department on behalf of the Department of External Affairs, it provides incentives for Canadian firms to enter or expand foreign markets.

Special ARDA (*Agricultural and Rural Development Act*): This program was designed to help residents of remote and northern areas (in particular, those of Indian and Inuit ancestry) to start, expand or modernize commercial ventures employing native people and to improve incomes in such primary activities as hunting, trapping, fishing and forestry. (Applies only in Manitoba, Saskatchewan, British Columbia, Yukon and Northwest Territories.)

Native Economic Development Program (NEDP): A four-year federal program to aid the economic development of native people, the $345 million fund will be managed by a board comprised of a majority of native persons with business experience who will advise ministers concerning policy and operational matters and make recommendations on individual applications for assistance from the fund.

General Development Agreement (GDA) Sub-Agreements: These federal-provincial agreements are administered at the regional level and inquiries should be referred to the regional communications offices.

Key Contacts

The Department of Regional Industrial Expansion disseminates information to the public on a continuing basis through several channels. These channels are open to receive and respond to informal requests for information, that is, requests which are not formal requests for records under the *Access to Information Act*. Chief among the informal channels of communications are:

(1) Departmental officials who regularly and informally provide information to business clientele and the news media.

(2) The Communications Branch which provides a focal point for relaying information about DRIE programs, policies and projects to the business community and the general public; provides films, visual materials and publications on DRIE programs and services; co-ordinates the activities of regional communications services and provides specialized assistance to these offices as required; maintains contact with other federal institutions, and other levels of government and the private sector.

Media Inquiries: Manager, Media Affairs — (613) 995-8900

(3) Business Information Centres (BICs): These offices are located in each province to provide a regional source of information on all federal and provincial government programs and services available to Canadian business and industry. The business information centre in any province can be contacted by dialing the operator and asking for Zenith 0-3200. There is no charge. These regional centres can also be called locally:

Ottawa
(613) 995-5771

St. John's, Newfoundland
(709) 737-5000

Halifax, Nova Scotia
(902) 426-7910

Fredericton, New Brunswick
(506) 452-3808

Charlottetown, Prince Edward Island
(902) 894-3926

Montreal, Quebec
(514) 283-8185

Toronto, Ontario
(416) 369-4941

Winnipeg, Manitoba
(204) 949-6163

Regina, Saskatchewan
(306) 359-6666

Edmonton, Alberta‡
(403) 420-2952

Vancouver, British Columbia‡‡
(604) 666-2014

‡ Also serves the Northwest Territories

‡‡ Also serves the Yukon

The Ottawa Business Information Centre is located immediately west of the elevators, First Floor Foyer, 235 Queen Street.

(4) The Departmental Library is the research centre of the Department. The library contains a wide variety of publications and reference works. These include books, periodicals, pamphlets, government documents, and items on microfilm or microfiche. The subject matter covered, ranges from the fields of administration and management to those of trade and foreign relations. The library is open for purposes of research to business people, members of the academic community at the graduate level or higher, and officials of the Department of Regional Industrial Expansion and other federal government institutions. The library is located at:

Library
3rd Floor West
Department of Regional Industrial Expansion
235 Queen Street
Ottawa, Ontario
K1A 0H5
Telephone: (613) 992-4947

Access Procedures

Because of the reorganization referred to in the background section, the management of the records is in a transition phase. The presentation of the information holdings reflects this transition. The information holdings are displayed in three sets: the first set is the records of the three institutions that have been integrated into the classes of records for the Department of Regional Industrial Expansion; the second set is the records of the former Department of Industry, Trade and Commerce; and the third set is the records of the former Department of Regional Economic Expansion, some of which have not yet been integrated. Therefore, to obtain access to the records in these sets, please proceed by first reviewing the classes of records in the first set for Regional Industrial Expansion, which will refer to the appropriate records in the second and third sets which have not yet been integrated.

Persons who wish to formally exercise their rights under the *Access to Information Act* are requested to submit their requests in writing to:

The Senior Departmental Advisor
Access to Information and Privacy Office
Office of the Comptroller
Department of Regional Industrial Expansion
3rd Floor West
235 Queen Street
Ottawa, Ontario
K1A 0H5
Telephone: (613) 996-0464

Consumer Goods, Services and Resource Processing (CGSRP)

This organization gathers and analyzes information on industry; provides policy advice concerning three industry sectors: resource processing, consumer goods, foods and chemicals; and co-ordinates departmental responsibility for industrial adjustment programs.

Market Development Branch

This Branch identifies and analyzes current and new market opportunities in all sectors and regions of Canada, develops a complementary program of domestic marketing activities through the marketing element of the Industrial and Regional Development Program (IRDP) and conducts other special measures to increase the overall share of Canadian products in the domestic market.

Manuals

- Import Analysis Methodology for Project Managers

Classes of Records

Market Development Branch
RIE-10
Description: Classes of records for the Market Development Branch within the Department of Regional Industrial expansion will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Program Branch; (ITC) — Business Opportunities Sourcing System Directorate; and (ITC) — Import Analysis Directorate. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/ Regional Economic Expansion."

EDP Systems

Establishment System: The establishment system maintains tombstone information about any external agency dealing with the Department. While the information is very general in content, it is considered unique to an establishment (establishment name, address, telex and telephone number).

Import Analysis Management Information System: The Import Analysis Management Information System (IAMIS) is a management tool used to provide accurate and timely information concerning projects undertaken by the import analysis division personnel. The system consists functionally of four subsystems: (A) Master File Maintenance Subsystem; (B) Project Reporting Subsystem; (C) Time Transaction Processing Subsystem; (D) Secondary Distribution Subsystem.

Import Commodity System: A system is in place to mechanize the processing of customs documents in response to requests for commodity studies. Trade patterns of specific items are coded, key entered, placed on a computer file, analyzed and printed in a variety of formats in order that a thorough evaluation may be undertaken.

Import Replacement Reporting System: The import replacement division prepares industry sector profiles of imports at the request of various companies or agencies. When a request is approved and work is to commence, the work of developing the profile is called a project.

Policy, Planning and Analysis Branch

Initiates and assists with the analysis needed to form government policies concerning Consumer Goods, Services and Resource Processing (CGSRP) industries.

Classes of Records

Programs ITC/DREE
RIE-20
Description: This class of records is for programs of the former Departments of Industry, Trade and Commerce (ITC)/and Regional Economic Expansion (DREE) for which no new program exists under the Department of Regional Industrial Expansion (DRIE). *Topics:* Programs ITC/DREE — general.

Programs DRIE
RIE-21
Description: This class covers subjects relating to governmental programs carried out by Regional Industrial Expansion and includes material dealing with: initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. *Topics:* Programs DRIE — general; Industrial and Regional Development Program; Defence Industry Productivity Program; Industry and Labour Adjustment Program; Special Agricultural and Rural Development Program; Western Transportation Industrial Development Program; Special Recovery Capital Projects; Canadian Industrial Renewal Board; Program for Export Market Development.

Policy Planning and Analysis — General
RIE-22
Description: This class covers records of a general nature relating to Branch involvement with various associations, membership in committee(s), and material which cannot be found in the other classes of branch records. *Topics:* Policy planning and analysis — general; associations, clubs, societies; committees; co-operation and liaison; reports, studies and statements.

Policy Development
RIE-23
Description: This class covers policy and other issues which affect economic activities in the consumer goods, services and resource processing industries sector. *Topics:* Policy development — general; industrial co-operation; strategic plans (of major firms); trade policy and market development — international.

Office of Industrial Adjustment

Develops and implements policies and programs to assist the adjustment and renewal of Canadian manufacturing and processing industries, with emphasis on the textile, clothing and footwear industries; analyzes and evaluates applications under the Department's funded programs for Consumer Goods, Services and Resource Processing (CGRSP) sectors; promotes industrial design to improve economic performance.

Classes of Records

Office of Industrial Adjustment
RIE-30
Description: Classes of records for the Office of Industrial Adjustment Branch within the Department of Regional Industrial Expansion will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Chemicals Branch; (ITC) — Resource Industries Branch; (ITC) — Food Branch; (ITC) — Office of Service Industries — Distribution Services — Transportation Services Branch — Construction and Consulting Services; (ITC) — Textile and Consumer Products Branch; (ITC) — Design Canada. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

EDP Systems

Canadian Explorer Model 2 Development: This system represents a long range structural simulation model of the Canadian economy. The system utilizes data from Canadian structural accounts (input/output model), and information from the Economic Council and Cansim/Candide, to develop a mechanism for evaluating long range sectoral and macro-event impacts. An economy based structure is in place to analyze the impact of various macro activities and their interaction in the Canadian marketplace.

Textiles and Consumer Products System: This system reports monthly on import commodity classified and export commodity classified data supplied by Statistics Canada. The data pertains solely to textile and consumer products of concern to the Branch. The data received is used to update the Department's master files and reports are produced showing performance figures for the data requested and various codes, the performance of imported commodities under restraint, and trade summaries showing balance of demand.

General Competitiveness Model: A computer model was conceived, designed, developed, and implemented to measure, on an industrial basis, the level of operational competitiveness within which firms are operating and the degree of their economic stability. A computer system houses the model which performs a variety of simulations and statistical analyses (e.g., financial return on capital calculations and discounted cash flow situations) and has the capability, through generalized software, to act on data from other industries.

Design Canada Mailing List System: This is a standard mailing labels system providing lists of persons or companies that Design Canada contacts on a regular basis. The file contains many lists of addresses, suitably coded so that selections can be made. Typical persons on the list are designers, engineer, architects and their firms. Various types of reports are produced by classification and country, indicating types of publications and newsletters required.

Information System for Apparel and Textile Industries: This system provides the Textiles and Consumer Products Branch with a monthly report on the performance of imports into Canada at the seven-digit CITC level. The CITC is a further breakdown of the five-digit MCC (Import Commodity Classification).

Resource Processing Industries

Provides government liaison with the chemicals, forest products and metals and minerals industries; forms policy recommendations and administers programs (either directly or in conjunction with regional offices) affecting the three sectors; consults and works with companies and trade associations.

Manuals

- Generalized Return on Capital Employed
- Generalized Discounted Cash Flow Return on Capital Employed

Classes of Records

Resource Processing Industries Branch
RIE-40
Description: Classes of records for the Resource Processing Industries Branch within the Department of Regional Industrial Expansion will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Chemicals Branch; (ITC) — Resource Processing Industries Branch. For a more complete description of these branches and/or classes, please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

Food and Consumer Products Industries

Provides overall economic development in the Canadian food and consumer products industries; forms a focal point on policy issues which impact on these industries.

Classes of Records

Food and Consumer Products Industries Branch
RIE-50
Description: Classes of records for the Food and Consumer Products Industries Branch within the Department of Regional Industrial Expansion will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Food Branch; (ITC) — Textile and Consumer Products Branch. For a more complete description of these branches and/or classes, please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

Service Industries

Provides departmental liaison with construction and consulting services, wholesale and retail organizations and other merchandising operations, transportation services, trading houses, computer services and other services to business; provides expertise to form policy and implement and deliver appropriate programs.

Classes of Records

Services Industries Branch
RIE-60
Description: Classes or records for the Services Industries Branch within the Department of Regional Industrial Expansion will be developed from classes previously located in Branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Office of Service Industries; (ITC) — Distribution Services Branch; (ITC) — Transportation Services Branch; (ITC) — Construction and Consulting Services. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

EDP Systems

Cansim Database for the Trade Sector: This system maintains and processes various statistics on establishments which reside in the wholesale/retail classification for "Line of Business", selects and stores Cansim and user-supplied data, processes the data in a variety of ways, and reports the data for various periods in a variety of formats.

Capital and Industrial Goods (CIG)

Promotes regionally balanced development of internationally competitive, adaptable enterprises in the capital and industrial goods sectors (automotive, marine, rail, electronics, aerospace, machinery, and electrical equipment).

Provides a focal point in the Department and in the government for key, cross-sectoral activities of particular importance to capital and industrial goods industries, namely: industrial innovation, regional and industrial benefits from major capital projects, and regional and industrial benefits from major crown procurement.

Office of Industrial and Regional Benefits

Encourages the development of major Canadian projects in a manner that provides the maximum opportunity for Canadian suppliers of goods and services to participate competitively.

Classes of Records

Office of Industrial and Regional Benefits
RIE-70
Description: Classes of records for the Office of Industrial and Regional Benefits within the Department of Regional Industrial Expansion will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Office of Industrial and Regional Benefits; (ITC) — Aerospcae and Marine Branch. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Department of Industry, Trade and Commerce/Regional Economic Expansion."

Policy, Planning and Control

Advises the Assistant Deputy Minister (ADM) on industrial trade and other economic policies being developed in the Department of Regional Industrial Expansion (DRIE) and other federal departments; develops, analyzes and makes recommendations on policies affecting various regions and industrial sectors; co-ordinates strategic and operational planning and assists with the management and control of financial and human resources; co-ordinates the program management function for the Defence Industry Productivity Program (DIPP) and provides secretariat services to the DIPP Advisory Committee.

Manuals

- Defence Industry Productivity Program — Administrative Directive and Program Criteria.

Classes of Records

Policy Planning and Control Branch
RIE-80
Description: Classes of records for the Policy Planning and Control Branch within the Department of Regional Industrial Expansion were developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Programs Branch. For a more complete description of these branches and/or classes, please refer to the section entitled 'Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

Policy, Planning and Control — General
RIE-81
Description: This class covers the planning and execution of policy, planning, development and control activities for the capital and industrial goods sector. *Topics:* Policy, planning and control — general; committees; policy development.

Programs ITC/DREE
RIE-82
Description: This class is for programs of the former Department of Industry, Trade and Commerce (ITC)/Department of Regional Economic Expansion (DREE) for which no new program exists under the Department of Regional Industrial Expansion (DRIE). *Topics:* Programs ITC/DREE — general; Enterprise Development Program; support for technology enhanced productivity; subsidiary agreements.

Programs DRIE
RIE-83
Description: This class covers subjects relating to governmental programs carried out by Regional Industrial Expansion and includes material on initial contact, requests for information, investigation and analysis, project monitoring, financial statement review and program evaluation. *Topics:* Programs DRIE — general; Industrial and Regional Development Program; Defence Industry Productivity Program; Industry and Labour Adjustment Program; special recovery capital projects; Program for Export Market Development.

Automotive Marine and Rail

This Branch forms sectoral policies; plans and executes programs and services to promote the establishment, improvement, effeciency and export market growth of the automotive, marine, rail and urban industry sectors.

Manuals

- Guidelines to Shipbuilders — Canadian Content
- Guidelines to Shipbuilders — Contribution for Performance Improvement

Classes of Records

Automotive Marine and Rail Branch
RIE-90
Description: Classes of records for the Automotive Marine and Rail Branch within the Department of Regional Industrial Expansion will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Electrical and Electronics Branch; (ITC) — Shipbuilding Assistance Review Group; (ITC) — Surface Transportation Branch; (ITC) — Aerospace and Marine Branch; (ITC) — Automotive Task Force. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

Machinery and Electrical Equipment

This Branch is responsible for policies and action plans to promote the growth and international competitiveness of the machinery and electrical equipment industries; provides a sectoral focus for trade promotion activities and regional delivery of incentive programs; chairs an inter-departmental board responsible for the Machinery Tariff Program.

Manuals

- MACH — Machinery Program

Classes of Records

Machinery and Electrical Equipment Branch
RIE-100
Description: Classes of records for the Machinery and Electrical Equipment Branch within the Department of Regional Industrial Expansion will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Electrical and Electronics Branch; (ITC) — Machinery Branch. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

EDP Systems

Machinery Program Control System: The purpose of this system is to assist in the processing of applications under the machinery equipment duty remission program.

Electronics and Aerospace

This Branch promotes the development and expansion of viable business in the electronics and aerospace sectors by formulating sectoral policies and implementing government programs and services; counsels and advises on all matters relating to these sectors.

Classes of Records

Electronics and Aerospace Branch
RIE-110
Description: Classes of records for the Electronics and Aerospace Branch within the Department of Regional Industrial Expansion will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Electrical and Electronics Branch; (ITC) — Aerospace and Marine Branch. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

EDP Systems

Aerospace Offset Monitoring System: This is an industrial benefits management system containing information on claim data arising from major aerospace contracts. Lockheed and McDonnell Douglas submit magnetic tapes of offset claim data which are input to the system.

Office of Industrial Innovation

Responsible for matters concerning industrial innovation and the application of science and technology in support of the regional and industrial objectives of the Department.

Classes of Records

Office of Industrial Innovation
RIE-120
Description: Classes of records for the Office of Industrial Innovation within the Department of Regional Industrial Expansion were developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Technology Branch. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

Office of Industrial Innovation — General
RIE-121
Description: Matters of a general nature relating to branch involvement with various associations, committees, liaison with government, provincial or scientific institutions to promote the development, innovation and use of advanced technology in Canada. *Topics:* Office of Industrial Innovation — general; associations, clubs, societies; committees; co-operation and liaison; licensing opportunities; policy and program development; research and analysis.

Technology Assessment
RIE-122
Description: Matters concerning the development and assessment of various areas within the Canadian scientific industry. *Topics:* Technology assessment — general; advanced manufacturing technologies; advanced materials technologies; artificial intelligence technologies; biotechnologies; communication technologies; energy technologies; health technologies; instrument sensing devices and signal processing equipment; microelectronics.

Programs ITC/DREE
RIE-123
Description: This class of records is for programs of the former Departments of Industry, Trade and Commerce/Regional Economic Expansion, for which no new program exists under the Department of Regional Industrial Expansion (DRIE). *Topics:* Programs ITC/DREE — general; institutional assistance program.

Programs DRIE
RIE-124
Description: This class covers subjects relating to governmental programs carried out by Regional Industrial Expansion and includes such material as: initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. *Topics:* Programs DRIE — general; Industrial and Regional Development Program.

Emergency Planning

This Branch oversees emergency planning for the National Emergency Agency.

Classes of Records

Emergency Planning
RIE-130
Description: Classes of records for Emergency Planning within the Department of Regional Industrial Expansion will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Machinery Branch. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

Machinery and Equipment Advisory Board

The Machinery and Equipment Advisory Program entails a twofold approach to encourage the expansion and efficiency of Canadian manufacturing by (1) providing a reasonable measure of tariff protection to machinery manufacturers, and (2) enabling users of machinery to obtain remission of duty on imported capital equipment which is not available from Canadian production.

Classes of Records

Machinery and Equipment Advisory Board
RIE-135
Description: Classes of records for the Machinery and Equipment Advisory Board Program within the Department of Regional Industrial Expansion will be developed from classes previously located in branches with the Department of Industry, Trade and Commerce/Regional Expansion, namely: (ITC) — Machinery and Equipment Advisory Board. For a more complete description of this branch and/or classes, please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

Tourism Canada

This organization provides advice on policy and operational matters relating to development and promotion of tourism in Canada.

It administers federal tourism programs in consultation with regional offices and the Department of External Affairs; it also represents federal interests in domestic and international tourism organizations.

Tourism Development

This Branch analyzes and seeks to improve the competitiveness of Canada's tourism industry; works with the private sector and the provinces to form tourism development programs.

Tourism Marketing

This branch establishes, develops and implements Canadian tourism marketing policies constituting the principal federal government thrust for the marketing of tourism to and from Canada; provides leadership in the co-ordination of federal, other government and private sector tourism marketing activities in order to optimize tourist revenues, enhance the tourism industry's contribution to the national economy and reduce Canada's tourism deficit by bringing governments and the industry together; maximizes the receipts from U.S. and overseas visitors and encourages Canadians to travel in Canada.

Corporate Affairs

This Branch provides program direction, planning and evaluation; policy development; information services research and analysis; and coordination of government and industry relations.

Manuals

- Tourism Manual

Classes of Records

Tourism Canada
RIE-140
Description: Classes of records for the Canadian Government Office of Tourism within the Department of Regional Industrial Expansion will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Canadian Government Office of Tourism. For a more complete description of this branch and/or classes, please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

EDP Systems

Accommodations Inventory System: With the formal acceptance of the recommendations contained in the feasibility study, the development of a computer system to accommodate the data collected in 1980 by the Office of Tourism was initiated. Accommodations, attractions and events collected in 1980, with the provision to add recreation and handicapped facilities data in 1981, will be used to form a data base on inventory to respond to requests for information. The facility will exist for economic modelling, forecasting expenditures based on occupancy rates, statistical analysis based on capacities, policy planning and providing marketing support. Linkages with package tours and the meetings and incentives systems will also exist.

Bulk and Mode System: This system maintains the records of quantities of travel publications that are shipped in bulk or on a regular basis to various organizations. Reports are produced monthly and distributed to managers.

Canadian Government Office of Tourism Letter Writer (CGOT):

This system enables the production of personalized letters in support of the Office of Tourism direct mail campaigns designed to promote Canada to United States citizens. It involves processing of mailing lists obtained from over 30 suppliers and the production of computerized letters.

Canadian Government Office of Tourism Stock Inventory System: This system is used by the Canadian Government Office of Tourism to maintain their inventory of publications and brochures available which promote tourism in Canada. Monthly reports are sent to the managers responsible for printing and issuing the documents.

Canadian Government Office of Tourism Travel Trade System: The Canadian Office of Tourism, Marketing Branch uses direct mail as part of their advertising. Direct mail is sent to private homes and to travel agencies. The Travel Trade System deals with the portion of direct mail sent to the travel agencies. The Travel Trade System maintains an accurate and up-to-date master file for Canadian, American, and foreign travel trade agencies, which have been categorized by location and type of operation.

Canadian Tracking Survey System: This system reports on the results of a survey of travellers taken at terminals in eight major Canadian cities. The information collected is used for planning and tourism promotion by all levels of government.

Canadian Travel Survey Analysis: An effective tool to measure the demand for tourism at various points in time is the Canadian Travel Survey, which Statistics Canada operates on a quarterly basis. The survey concerns itself with social and economic data, involving package tours, and various expenditures of a selected sample of Canadian households (appended to the labour force survey) which have been weighted to estimate Canadian travel over a given time period.

Canadian Government Office of Tourism (CGOT) Computerized Address System: This system is controlled by CGOT and is used as mailing list system for that area. The files attached to this system will contain names addresses and business types used to produce mailing lists and/or labels for CGOT.

Canadian Government Office of Tourism (CGOT) Statistical Reporting System: This system provides the Office of Tourism with monthly statistics showing the effectiveness of their travel promotions within the United States, by promotion and by geographic area.

Daily Work Tourism System: The purpose of this system is to process mail enquiries from the public regarding travel in Canada. These enquiries are generated by direct mail campaigns, advertising in various media and from unsolicited enquiries.

Direct Mail Campaign System: This system enables the production of personalized letters or labels in support of tourism's direct mail campaign. This involves the conversion of various purchased mail lists and the production of personalized campaign cards or letters.

Meeting Incentive Travel Information System: This system provides information for the marketing efforts of CGOT on meetings and incentive travel buyers. Input consists of the lead development questionnaire. Output consists of organization profiles.

Package Tour Inventory System: The package tour inventory was introduced by the Canadian Government Office of Tourism to provide statistical reports for Tourism Marketing Activities, Policy Development and the monitoring of CGOT performance in terms of marketing results.

Promotional Marketing System: The purpose of this system is to assist in the capture and reporting of statistics gathered in the promotional marketing of tourism in Canada. The system also stores information relating to the program campaigns and sources involved in promotional marketing.

Rendez-vous-Canada: This system schedules and produces appointment guides for individual delegates attending the annual market place sponsored by CGOT. Statistical reports are also produced to allow analysis of scheduling effectiveness.

Tour Canada System: The Tourcan schedule system was designed to enable the Canadian Government Office of Tourism to produce a computerized seller/buyer appointment schedule.

Tourism Forecast System: A requirement to develop an improved mechanism for forecasting tourism activities (travel to and from Canada) led to the development of a modelling package which will be used to estimate the volume and value of the travel trade.

Tourism Impact/Expenditure Models System: Based on a need to evaluate the amount of tourism on a provincial basis, a computer model was developed for the Office of Tourism. Using occupancy rate statistics and the cost per room figures, provincial data was collected and evaluated through the modelling process.

Tourism Reference and Data Centre: This system is a library inventory and information system.

Tourism Resource Inventory System: The tourism resource inventory system provides a system for collection, retention, maintenance, retrieval and reporting of the accommodation, attraction and event tourism data.

Travel Recontact System: This system establishes and retains the name and address of people who have made enquiries about travel in Canada. These enquiries are categorized by geographic location and type of interest of the enquirer. The system then develops a master file of all recipients of information. These names and addresses are saved in case CGOT wishes to send the person information on another tourist attraction. A monthly file of CGOT statistics is also produced.

Small Business and Special Projects

This organization provides project analysis and conducts negotiations for the largest, most expensive, complex and sensitive projects requiring departmental financial support.

It provides advice, staff support and assistance in the co-ordination and management of the Minister's responsibilities for Crown corporations and Crown investments.

Through the Small Business Secretariat it also provides support to the Minister of State for Small Business and Tourism in his or her role on behalf of small business.

Classes of Records

Small Business and Special Projects Branch
RIE-150
Description: Classes of records for the Small Business and Special Projects Branch within the Department of Regional Industrial Expansion were developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Technology Branch; (ITC) — Corporate Analysis Branch; (ITC) — Financial Policy and Liaison Branch; (DREE) — Project Assessment and Evaluation Branch. For a more complete description of these branches and/or classes, please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

Investment Projects

This Branch works with sector branches and regional offices in the analysis of large investment projects in which investors of all types (Canadian or foreign, private or state-owned) seek some form of assistance, participation or intervention on the part of the government; identifies marketing opportunities in the course of conducting special project analysis.

Adjustment Projects

This Branch provides specialist skills in the field of corporate analysis; assists in the development of special measures of assistance to facilitate industrial development adjustment; co-ordinates the activities of outside consultants working on development and adjustment cases; advises on changes to department policies and programs.

Classes of Records

Regional and Industrial Projects and Crown Investment — General
RIE-151
Description: This class covers information of a general nature not included in the other classes. *Topics:* Regional and industrial projects and crown investments — general; associations, organizations, institutes, societies; programs; reports and studies; research and statistics.

Crown Investment

This Branch serves as a principal contact point between the government and Crown corporations, which report to Parliament through the Minister; it represents the corporations' interest in departmental policy deliberation; and it interprets government policies and programs to the corporations.

Classes of Records

Crown Corporations and Investments
RIE-152
Description: This class covers information relating to the management of the Crown's interest in Crown corporations. This includes the assessment of corporation strategies, operation plans and financial performance and reporting systems. *Topics:* Crown corporations and investments — general; export promotion and financing; Canada Development Investment Corporation; Canada Development Corporation; Canadian Patents and Development Corporation; Canadian Commercial Corporation; Cape Breton Development Corporation; Export Development Corporation; Federal Business Development Bank.

Special Projects

This Branch provides the financial, strategic and economic analysis required for negotiations concerning a wide range of major industrial projects which, because of their size, complexity and/or urgency, need specialized analytical and computer skills.

Development Projects

This Branch provides major project analyses in co-operation with sector branches, regions, other departments and agencies to maximize the commercial and economic benefits from government investments in major projects; it also identifies marketing and technological opportunities arising from such projects.

Classes of Records

Major Projects
RIE-153
Description: This class covers information relating to the assessment of large and sensitive major projects whose cost and complexity demand in-depth attention. *Topics:* Major projects — general; 150 Passenger Aircraft Project; Pratt and Whitney Canada; Miller Brothers; CCI/NABU (Consolidated Computer Inc.); Chrysler Limited; Massey-Ferguson; Davie Shipyard Project; PKS/KIEWIT.

Small Business Secretariat

The Small Business Secretariat provides support to the Minister of State for Small Business and Tourism in his role on behalf of small business;

The Secretariat identifies opportunities and constraints affecting the small business community; it formulates policy initiatives; and it undertakes or commissions research to expand the information base concerning small business issues.

Classes of Records

Small Business Secretariat
RIE-160
Description: Classes of records for the Small Business Secretariat within the Department of Regional Industrial expansion will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Small Business Secretariat; (ITC) — Small Business Financing Review. For a more complete description of these branches and/or classes, please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

Program Development and Operations

This Branch develops and designs major departmental industrial support programs, program legislation, regulations and administrative procedures and systems; it designs, maintains and operates management information systems; it provides secretariat services, to the Department of Regional Industrial Expansion (DRIE) Internal Board; it recovers defaulted contributions, loans and loan guarantee and insurance accounts; it administers special programs, including the *Small businesses Loans Act*, the Credit Reinsurance Program, the Small Business Investment Grants Program and the co-ordination of requests for tariff changes and remission of duty.

Manuals

- Defence Industry Productivity Program (DIPP) — Program Criteria and Administrative Directive
- Program for Export Market Development (PEMD) — Policy and Administration Directive and Guidelines for Interpretation of PEMD Administrative Directive
- Small Business Loans Act — Procedures Manual and Guidelines for Lenders
- Regional Development Incentives Program (RDIP) — RDIP Manual (Vol. A1)
- Small Business Investment Grants (SBIG) — (SBIG) Election — Part A, B and C, Guidelines for Lenders and Procedures Manual
- Credit Reinsurance Program — Credit Reinsurance Procedures Manual
- Industrial and Regional Development Program (IRDP) — Program Legislation and Policy and Administrative Directive Manual, IRDP Policy Manual for Senior Management and IRDP Procedures Manual

Classes of Records

Program Development and Operations
RIE-170
Description: Classes of records for Program Development and Operations within the Department of Regional Industrial Expansion will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Program Branch; (DREE) — Industrial Incentives Branch; (DREE) — Analysis and Liaison Branch. For a more complete description of these branches and/or classes, please

refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

EDP Systems

Departmental Incentives Data System (DIDS): The DIDS system was conceived as a means of recording information related to the *Regional Incentives Development Act* (RDIA) in a consistent and timely manner. In effect, the system is used to record the progress of a case from the initial application for a grant to the close of activity on that case.

Enterprise Development Program: This system contains information on the Enterprise Development Program.

Program for Export Market Development System (PEMD): The automated computer system supports PEMD by capturing and reporting on the status and progress of projects operating within the program. Financial concerns are handled by and supplied to PEMD by the Grants Loans and Contributions System. This program has been transferred to the Department of External Affairs. However, it is still being administered by DRIE.

Program Resource Information System for Management (PRISM): PRISM is an on-line computerized system used by DRIE to process and track the status of applications for financial assistance.

Small Business Investment Grants System: Designed to monitor all grants issued by the program and related information. This includes details on borrowers, elections, lending institutions and their claim for payment. This system is also used by Financial Operations.

Small Business Loans Act Evaluation System: The information from a six-page survey is keyed to establish a master file of claims data relative to small business loans. The information is used for modelling with respect to various policies and company requirements.

Corporate Co-ordination Bureau

The bureau directs and co-ordinates the organization and analysis of the information and the decision-making systems required by the Minister, Deputy Minister and Associate Deputy Minister. It also oversees security and safety in the Department.

Classes of Records

Corporate Co-ordination Bureau
RIE-180
Description: Classes of records for the Corporate Coordination Bureau within the Department of Regional Industrial Expansion will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Office of Regional Affairs. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

Policy

This organization develops policy recommendations and provides specialized skills on economic intelligence, industrial policies, strategic planning, trade development, the impact of trade policies and industry, and relations with other departments in the economic field.

Economic Analysis and Strategic Planning

This Branch provides policy analysis, advice and recommendations on regional industrial development, short term economic analysis, and structural analysis; carries out statistical and data base services and related analysis in support of departmental policies and programs.

Framework Policies and Trade Development

This Branch advises senior management on industrial and trade development policy issues impacting across industrial sectors; provides policy analysis, advice and recommendations on industrial trade policy.

Manuals

- Commodity Trade by Industrial Sector Concordance
- Canadian Econometric Model for Structural Analysis: Model Structure
- Canadian Econometric Model for Structural Analysis: Input/Output Data Base
- Canadian Econometric Model for Structural Analysis: Estimation Results

Classes of Records

Policy Sector
RIE-190
Description: Classes of records for the Policy Sector within the Department of Regional Industrial Expansion will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely; (ITC) — Office of Policy Co-ordination; (ITC) — Office of Policy Analysis; (ITC) — Financial Policy and Liaison Branch; (DREE) — Analysis and Liaison Branch. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

EDP Systems

Advanced Economic Research Information Center (AERIC) Forecasting: Active liaison has been maintained with the Conference Board of Canada in the area of quarterly forecasting and regression analysis as it applies to AERIC

Capital Investment Intentions and Outlays Survey System: This system was designed to process the data collected by the Industry, Trade and Commerce survey of Capital Investment Intentions and Outlays as taken in two yearly personal interviews. This information concerns the attitudes of investors over the next five years, previous and present years. It is then recorded, entered into the system, verified and manipulated in such a fashion as to update the history files, generate tables, and produce reports which outline the results of the surveys in different formats.

Clothing Model System: A significant effort was expended to program the merging of commodity, Statistics Canada, and financial data concerning firms involved in the manufacturing of clothing products. The information is required to study the impact of foreign-made products on the Canadian manufacturer. The data is assimilated on an ad hoc basis and appropriate files are prepared to study and evaluate various scenarios.

Community Data System: This is an extensive system of files and programs used to accumulate socio-economic data at the community level. This data can be used for economic analysis and for the generation of community profiles.

Composite Indices System: The economic indicators, representing the major factors which affect growth and productivity, are grouped into three components (lagging, leading and coincident) and analyzed quarterly in a computer system. The results have the effect of measuring and calculating significant turning points in the Canadian economy and the interaction of these factors. The data covers a wide domain, extending from real domestic product shipments, trade statistics, and national accounts indicators found in the Canadian statistical review.

County Data System: This is an extensive system of files and programs used to accumulate socio-economic data at the county or Census division level. This data can be used for economic analysis and for the generation of county profiles.

Disparity Index System: This system is a tool to analyze socio-economic data for a small area and to derive an index for the purpose of comparing or ranking the areas in terms of socio-economic advantage or disadvantage.

Foreign Owned Subsidiaries Survey Processing System: This system was designed to aid the Micro-economic Analysis Branch to respond in a comprehensive and expeditious fashion to requests for information on multinational enterprises.

Statistical Services System: This project involves the provision of statistical studies and analysis of financial and economic data obtained from Statistics Canada or by the extraction from the CANSIM DATA data base.

Trade Data Processing: With the increased demand lately for patterns of trade for individual commodities and groups of commodities, a series of programs were created to respond to the requests. Historical data (covering 19 years) has been obtained from Statistics Canada on a monthly basis, at a disaggregated level, to form a large data base involving dozens of magnetic tape files. In addition to responding to specific requests for profile analysis, present activity involves the downloading of specific sector data on to micro computers for individual reporting.

Dun and Bradstreet Requests: Significant emphasis on financial analysis of establishments resulted in a series of computer programs being developed to respond to these needs. The facility exists at present to produce file selections, mailing labels, descriptive analysis and financial evaluation on historical data as well as current data. Basic company profile data can also be extracted for industry analysis.

Comptroller's Office

This office advises on policy making and program direction; designs and co-ordinates the Department's management planning and control process; and provides financial and information services and management support.

Access to Information and Privacy (ATIP) Office

This office oversees the administration and policy development of the *Access to Information Act* and *Privacy Act* as related to the Department; and advises senior management on the administration of the legislation and the disposition of access requests.

Classes of Records

For classes of records for the Access to Information and Privacy Office please refer to the "Standard Classes of Records" in this Register.

Program Evaluation

The Branch evaluates the Department of Regional Industrial Expansion (DRIE) projects, policies and activities for effectiveness and reports on the results.

Manuals

- Departmental Program Evaluation Manual

Classes of Records

Program Evaluation Branch
RIE-200
Description: Classes of records for the Program Evaluation Branch within the Department of Regional Industrial Expansion will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Program Evaluation Branch. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

Computer Services

This Branch develops and maintains computer based systems, design software and operating software; manages corporate data; and provides and operates all physical computer facilities, including hardware and data communications networks.

Classes of Records

Computer Services Branches
RIE-210
Description: Classes of records for the Computer Services Branches within the Department of Regional Industrial Expansion will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Corporate Financial and Systems Branch. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

Resource Management

This Branch provides financial management advice on policy, planning, programming and budgeting decisions.

Classes of Records

Resource Management Branch
RIE-250
Description: Classes of records for the Resource Management Branch within the Department of Regional Industrial Expansion were developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Corporate Resource Management Branch. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

Resource Management — General
RIE-251
Description: This class covers information relative to the operation of the Resource Management Branch. *Topics:* Resource management — general; co-operation and liaison; general development and subsidiary agreements; industrial assistance; programs.

Administrative Services

This Branch oversees all headquarters matters relating to administrative policy development, contracting and materiel administration, property administration, telecommunications, office automation, forms management, printing and duplicating, word processing, records management and micrographics, travel services, library services, mail and messenger services and the management of administrative floor units.

Financial Operations

The Financial Operations Branch is responsible for developing and implementing financial policy and systems, accounting for and controlling financial resources, auditing assistance projects and providing financial advisory services.

Management Practices

This Branch works closely with headquarters and regional units to plan, facilitate and assist in the development of sound corporate management practices and control systems.

Information Resource Management

This Branch establishes strategic and operational plans for the acquisition, use and management of departmental information resources; develops corporate information policies; and monitors the implementation of information management plans and policies.

Portfolio Management Branch

This Branch is accountable for the continuing development and co-ordination of the operational planning functions within the Department.

Classes of Records

For classes of records for the above branches, please refer to the "Standard Classes of Records" in this Register.

Canadian Industrial Renewal Board

The Canadian Industrial Renewal Board (CIRB) was set up to assist the restructuring, consolidation and modernization of the textile, clothing and footwear industries; to renew the economic base of communities heavily dependent on those industries, and to help workers affected by the liberation of world trade in these commodities and the rationalization process. The Board is made up of private and public sector members representing business, labour, consumer interests, the academic community and the federal government.

Manuals

- CIRB's Sector Firms Program: Policy Framework

Classes of Records

Canadian Industrial Renewal Board
RIE-260
Description: Classes of records for the Canadian Industrial Renewal Board within the Department of Regional Industrial Expansion will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Canadian Industrial Renewal Board. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

Office of Internal Audit

This Office provides senior management with an independent assessment of the efficiency, economy and effectiveness of internal management policies, practices and controls.

Classes of Records

Office of Internal Audit
RIE-270
Description: Classes of records for the Office of Internal Audit within the Department of Regional Industrial Expansion will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Office of Departmental Review. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

Internal Audits — General
RIE-271
Description: This class covers information relative to the operation of the Office of Internal Audit. *Topics:* Internal audits — general; headquarters; provinces/territories.

Human Resources

The Human Resources Branch is responsible for human resource planning staffing; training; employee advisory and career services; job classification; staff relations; grievances; pay and benefits; affirmative action; official languages; redeployment.

Staffing and Human Resourcing

This Branch oversees staffing, training and the official languages program, affirmative action, human resources planning, employee advisory and career services, and redeployment.

Compensation and Staff Relations

This Branch acts on job classification, organizational analysis, staff relations, grievances and employee pay and benefits matters.

Manuals

- DRIE Official Languages Policy
- DRIE Staff Training Policy

Classes of Records

For classes of records for the Human Resources Branch please refer to the "Standard Classes of Records" in this Register.

Native Economic Development Program

This Program administers a $345 million fund for aboriginal economic development and co-ordinates federal government efforts towards aboriginal economic development.

Classes of Records

Native Economic Development Board — General
RIE-280
Description: This class covers information relative to the administration of the Economic and Regional Development Fund. This fund has been established to assist Native groups and to co-ordinate federal efforts towards aboriginal economic development. *Topics:* Native Economic Development Board — general; board member applications; contractors and consultants (offers of service); co-operation and liaison; funding assistance requests.

Regional Offices

Regional offices provide information on the full range of the Department of Regional Industrial Expansion (DRIE) programs, to industries in their respective region, and administer the programs locally. In addition, the regional offices provide information and advice on

domestic and export market possibilities and offer general assistance to Canadian industry for the expansion of trade and tourism.

Manuals

British Columbia

- Special ARDA Procedures Manual

Saskatchewan

- DRIE Saskatchewan Program Procedure Statements IRDP, RDIA, Special ARDA, EDP.

Manitoba

- Special ARDA Procedures Manual

Quebec

- Iles-de-la-Madeleine Program: Administrative Directives
- Montreal Special Area Program: Administrative Directives
- Pulp and Paper Modernization Program: Administrative Directives

Classes of Records

DRIE — General
RIE-290
Description: This class contains regional offices activities and involvement with the private and public sectors, other departmental organizations, including published and gathered information relating to Canadian industry, that would not be contained in other classes of records. *Topics:* DRIE — general; acts and legislation; associations, clubs, societies; committees; companies, corporations, firms; co-operation and liaison; exports and imports; market development; policy development; research and development.

Industrial and Regional Development
RIE-291
Description: Includes production and marketing, nationally and internationally, of Canadian products and economic development of Canadian industries. *Topics:* Industrial and regional development — general; community development; major projects; manufacturing, processing and service industries.

Programs ITC/DREE
RIE-292
Description: This class of records is for programs of the former Departments of Industry Trade and Commerce/Regional Economic Expansion for which no new program exists under the Department of Regional Industrial Expansion (DRIE). *Topics:* Programs ITC/DREE — general; Co-operative Overseas Market Development Program (COMDP); Institutional Assistance Program (IAP): general — Centres of Advanced Technology Program — Industrial Innovation Centres — Industrial Research Institutes Program — Technological Innovation Studies Program; Enterprise Development Program (EDP); Magdalen Islands Special Area (MISA); Montreal Special Area (MSA); Regional Development Incentives Act (RDIA); Small Business Assistance Progam (Prince Edward Island); Support for Technology Enhanced Productivity (STEP); Subsidiary Agreements: general, Newfoundland — general — Community Development Sub-Agreement for Coastal Labrador — Gros Morne Subsidiary Agreement — Industrial Development Sub-Agreement — Phase I Western Newfoundland — Industrial Development Phase II — Inshore Fisheries Development Agreement — Labrador Interim Subsidiary Agreement — Northern Ocean Research and Development Corporation (NORDCO) Subsidiary Agreement — Planning Subsidiary Agreement — Pulp and Paper Mill Modernization — Abitibi — Price — Rural Development Subsidiary Agreement — Special Fish Plant Water Supply — Stephenville Mill Conversion and Reactivation — St. John's Urban Region Subsidiary Agreement — Tourism Subsidiary Agreement — Prince Edward Island; Subsidiary Agreements: Nova Scotia — general — Agriculture Development Subsidiary Agreement — Assistance to Michelin Tires (Canada) Ltd. Subsidiary Agreement — Energy Conservation Subsidiary Agreement — Forestry Subsidiary Agreement — Halifax Panamax Dry Dock Subsidiary Agreement — Industrial Development Subsidiary Agreement — Metropolitan Halifax/Dartmouth Area Development Subsidiary Agreement — Modernization of Facilities at Sydney Steel Corporation Subsidiary Agreement — Nova Scotia Planning Subsidiary Agreement — Pulp and Paper Modernization Subsidiary Agreement — Strait of Canso Area Development Subsidiary Agreement — Tourism Development Subsidiary Agreement — Economic and Regional Development Agreements (ERDA): general — Technology Transfer; Subsidiary Agreements: New Brunswick: general — Developing Region Subsidiary Agreements — Modernization of Consolidated Bathurst Inc. Sub-Agreements — Northeastern New Brunswick Sub-Agreement — Pulp and Paper Sub-Agreement; Subsidiary Agreements: Sulphation Roast Leach — Pilot Plant Sub-Agreement; Subsidiary Agreements: Quebec — general — Water Treatment Facilities for Montreal Area — Agricultural Development — Forestry Development — Mineral Development — Transportation Development — Public Infrastructure — Establishment of Newsprint Mill at Amos (1980-83) — Industrial Infrastructure — Modernization of the Pulp and Paper Industry — Airport Industrial and Commercial Park (PICA) — SIDBEC; Subsidiary Agreements: Ontario — general — Eastern Ontario Subsidiary Agreements — Forest Management Subsidiary Agreements — Northeastern Ontario Subsidiary Agreements — Northern Ontario Rural Development Subsidiary Agreements — Pulp and Paper Industry Subsidiary Agreements — Economic Regional Development Agreement (ERDA); Subsidiary Agreements: Manitoba — general — Industrial Development Subsidiary Agreement — Interim Water Development and Drought Proofing — Manitoba Northlands Subsidiary Agreement — Northern Development Sub-Agreement — Tourism Subsidiary Agreement — Urban Bus Industries Development — Winnipeg Core Area Tripartite Agreement; Saskatchewan; Subsidiary Agreements: Alberta — general — Alberta North Subsidiary Agreement — Nutritive Processing Assistance Subsidiary Agreement; Subsidiary Agreements: British Columbia — general — Evaluate Northeast Coal and Related Developments Subsidiary Agreements — Industrial Development Subsidiary Agreement — Agricultural and Rural Development Sub-Agreement (ARDSA) — Tourism Industries Development Sub-Agreement (TIDSA); Northwest Territories; Yukon.

Programs DRIE

RIE-293

Description: This class covers subjects relating to governmental programs carried out by Regional Industrial Expansion and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. *Topics:* Programs DRIE — general — evaluation; Industrial and Regional Development Program (IRDP); Defence Industry Productivity Program (DIPP) — general — Research Assistance and Development — Source Establishment Assistance — Capital Assistance — Marketing Feasibility Study; Shipbuilding Industry Assistance Program (SHIP) — general — subsidy — performance improvement; Industry and Labour Adjustment Program (ILAP) — general — Community-based Industrial Adjustment Program — Industry Specific Restructuring Program; *Special Agricultural and Rural Development Act* (SARDA); Western Transportaion Industrial Development Program (WTID); Native Economic Development Program (NBEDP); Small Business Investment Grant (SBIG); Special Recovery Capital Projects (SRCP); Youth and Summer Job Corp; Prince Edward Island Comprehensive Development Plan; Prince Edward Island Federal Development Management Strategy; New Employment Expansion and Development Program (NEED); Credit Re-Insurance; *Small Business Loans Act* (SBLA); Canadian Industrial Renewal Board (CIRB); Industry and Energy Research and Development (IERD); Program for Export Marketing Development (PEMD); General Development Agreement (GDA).

Tourism
RIE-294
Description: This class contains the orderly growth of tourism in Canada and assistance in the development of federal tourism policy. The promotion of travel to and within Canada and the development of tourism markets through the activities of regional offices located across Canada are listed. *Topics:* Tourism — general; associations, clubs, societies; committees, task forces, working groups; communications, medium and services; companies, corporations, firms; conferences, meetings, symposia; co-operation and liaison; events and attractions; marketing; policy development; research and analysis; tourism development; regional planning and implementation.

EDP Systems — Montreal

Documentation Centre Management: This is a library information system containing loans, cardex, periodicals and cataloguing modules.

Market Studies — Research: This module allows for the retrieval of information on market studies made on various subjects.

Information System on Companies and their Products: This module provides for the retrieval of information on companies according to products, countries and exports.

Business Information Centre: The system contains statistics, tables and graphs for the Business Information Centre.

Register of Financial Commitments: This system maintains program commitment information under the *Regional Development Incentives Act*, by project. It issues commitment certificates for each project and performs monitoring for multi-year commitment information.

Comparative Analysis of a Company: This module provides a comparative analysis of a company's specific area of operation with that of the business sector's average.

Calculation of Actual Value for Loans without Interest: This module calculates the actual value of interest, after tax deduction, for loans without interest.

Reporting System for Incentives Officers/Managers: This module is used in the preparation and distribution of reports in order that information can be summed up by line of responsibility of departmental officers and managers.

Control of Incentives Budgets and Payments: This module provides the forecasting of payments to be effected in the programs area by program indicators.

Incentives Monthly Production System: This system records case activity during its life cycle and performs report production and ad hoc enquiries at user's demand.

Management of Community Records: This system performs the monitoring and production of reports on Canadian Industrial Renewal Board (CIRB) community data.

Sectoral Record Management and Information Model: This comprehensive computer system manages information on Canadian Industrial Renewal Board (CIRB) sectorial cases, throughout their life cycle.

Incentives Payment Forecasting System: This payment forecasting system in the *Regional Development Incentives Act* (RDIA) data allows for the establishment of multi-year disbursement schedules based on historical and statistical information on DIDS files.

Community Profile Management System: This system is an inventory showing promotional and socio-economic information of some 50 Quebec municipalities, as well as information on industrial parks.

Incentives Industrial Promotion System: This module shows information on promotion activity, such as opportunities and technologies.

Dun and Bradstreet Reporting System: This module produces listings of establishments in a variety of formats according to socio-economic needs.

Directory of Businesses in the Quebec Region: This module gives information on businesses in the Quebec City region (used by the Quebec office only).

Interface of Various Aid Programs: This module automatically links common applicant/non-applicant information, such as addresses and postal codes from various sources of information such as program data and statistical data.

System of Tables on the Labour Market: This module produces tables on the labour market from Statistics Canada time series retrieved from service bureaus.

Sector Profiles: This data base, which is being developed, will contain program information on applicants, and sector information, for the production of company and industry profiles.

Statistical Information System: This module allows for instant retrieval of socio-economic tables and indicators as extracted from Statistics Canada data bases.

Northern and Special Programs

This organization develops and implements all DRIE programs in the Northwest Territories and Yukon; identifies and forms specific departmental policies, strategies and programs for the industrial development needs of native people. This program is the responsibility of the Regional Executive Director, Saskatchewan.

Classes of Records

DRIE — General
RIE-300
Description: This class includes regional offices activities and involvement with the private and public sectors and other departmental organizations, including published and gathered information relating to Canadian industry that would not be contained in other classes of records. *Topics:* DRIE — general; acts and legislation; associations, clubs, societies; committees; co-operation and liaison; market development; policy development; research and development; economics.

Industrial and Regional Development
RIE-301
Description: This class includes production and marketing, nationally and internationally, of Canadian products, and economic development of Canadian industries. *Topics:* Industrial and regional development — general; community development; major projects; manufacturing, processing and service industries.

Programs ITC/DREE
RIE-302
Description: This class of records is for programs of the former Departments of Industry, Trade and Commerce/Regional Economic Expansion for which no new program exists under the Department of Regional Industrial Expansion (DRIE). *Topics:* Programs ITC/DREE — general; Co-operative Overseas Market Development Program (COMDP); Institutional Assistance Program (IAP): general — Centres of Advanced Technology Program — Industrial Innovation Centres — Industrial Research Association Program — Industrial Research Institutes Program — Technological Innovation Studies Program; Enterprise Development Program (EDP); Magdalen Islands Special area (MISA); Montreal Special Area (MSA); Regional Development Incentives Act (RDIA); Small Business Assistance Program (Prince Edward Island); Support for Technology Enhanced Productivity (STEP); Subsidiary Agreements: general, Newfoundland — general — Community Development Sub-Agreement for

Coastal Labrador — Gros Morne Subsidiary Agreement — Industrial Development Sub-Agreement — Phase I Western Newfoundland — Industrial Development Phase II — Inshore Fisheries Development Agreement — Labrador Interim Subsidiary Agreement — Northern Ocean Research and Development Corporation (NORDCO) Subsidiary Agreement — Planning Subsidiary Agreement — Pulp and Paper Mill Modernization — Abitibi — Price — Rural Development Subsidiary Agreement — Special Fish Plant Water Supply — Stephenville Mill Conversion and Reactivation — St. John's Urban Region Subsidiary Agreement — Tourism Subsidiary Agreement; Prince Edward Island; Subsidiary Agreements: Nova Scotia — general — Agriculture Development Subsidiary Agreement — Assistance to Michelin Tires (Canada) Ltd. Subsidiary Agreement — Energy Conservation Subsidiary Agreement — Forestry Subsidiary Agreement — Halifax Panamax Dry Dock Subsidiary Agreement — Industrial Development Subsidiary Agreement — Metropolitan Halifax/Dartmouth Area Development Subsidiary Agreement — Modernization of Facilities at Sydney Steel Corporation Subsidiary Agreement — Nova Scotia Planning Subsidiary Agreement — Pulp and Paper Modernization Subsidiary Agreement — Strait of Canso Area Development Subsidiary Agreement — Tourism Development Subsidiary Agreement — Economic and Regional Development Agreements (ERDA) — general — Technology Transfer; Subsidiary Agreements: New Brunswick — general — Developing Region Subsidiary Agreements — Modernization of Consolidated Bathurst Inc. Sub-Agreements — Northeastern New Brunswick Sub-Agreement — Pulp and Paper Sub-Agreement — Sulphation Roast Leach — Pilot Plant Sub-Agreement; Subsidiary Agreements: Quebec — General — Water Treatment Facilities for Montreal Area — Agricultural Development — Forestry Development — Mineral Development — Transportation Development — Public Infrastructure — Establishment of Newsprint Mill at Amos (1980-83) — Industrial Infrastructure — Modernization of the Pulp and Paper Industry — Airport Industrial and Commercial Park (PICA) — SIDBEC; Subsidiary Agreements: Ontario — general — Eastern Ontario Subsidiary Agreements — Forest Management Subsidiary Agreements — Northeastern Ontario Subsidiary Agreements — Northern Ontario Rural Development Subsidiary Agreements — Pulp and Paper Industry Subsidiary Agreements — Economic Regional Development Agreement (ERDA); Subsidiary Agreements: Manitoba — general — Industrial Development Subsidiary Agreement — Interim Water Development and Drought Proofing — Manitoba Northlands Subsidiary Agreement — Northern Development Sub-Agreement — Tourism Subsidiary Agreement — Urban Bus Industries Development — Winnipeg Core Area Tripartite Agreement; Saskatchewan; Subsidiary Agreements: Alberta — general — Alberta North Subsidiary Agreement; Nutritive Processing Assistance Subsidiary Agreement; Subsidiary Agreements: British Columbia — general — Evaluate Northeast Coal and Related Developments Subsidiary Agreements — Industrial Development Subsidiary Agreement — Agricultural and Rural Development Sub-Agreement (ARDSA) — Tourism Industries Development Sub-Agreement (TIDSA); Northwest Territories; Yukon.

Programs DRIE

RIE-303

Description: This class covers subjects relating to governmental programs carried out by Regional Industrial Expansion and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. *Topics:* Programs DRIE — general — evaluation; Industrial and Regional Development Program (IRDP); Defence Industry Productivity Program (DIPP) — general — Research Assistance and Development — Source Establishment Assistance — Capital Assistance — Marketing Feasibility Study; Shipbuilding Industry Assistance Program (SHIP) — general — subsidy — Performance Improvement; Industry and Labour Adjustment Program (ILAP) — general — Community-based Industrial Adjustment Program — Industry Specific Restructuring Program; *Special Agricultural and Rural Development Act* (SARDA); Western Transportation Industrial Development Program (WTID); Native Economic Development Program (NBEDP); Small Business Investment Grant (SBIG); Special Recovery Capital Projects (SRCP); Youth and Summer Job Corp; Prince Edward Island Comprehensive Development Plan; Prince Edward Island Federal Development Management Strategy; New Employment Expansion and Development Program (NEED); Credit Re-Insurance; *Small Business Loans Act* (SBLA); Canadian Industrial Renewal Board (CIRB); Industry and Energy Research and Development (IERD); Program for Export Marketing Development (PEMD); General Development Agreement (GDA).

Tourism

RIE-304

Description: This class contains the orderly growth of tourism in Canada and assistance in the development of federal tourism policy. The promotion of travel to and within Canada and the development of tourism markets through the activities of regional offices located across Canada are listed. *Topics:* Tourism — general; associations, clubs, societies; committees, task forces, working groups; communications, medium and services; companies, corporations, firms; conferences, meetings, symposia; co-operation and liaison; events and attractions; marketing; policy development; research and analysis; tourism development; regional planning and implementation.

Records of the Former Department of Industry, Trade and Commerce

Aerospace and Marine Branch

This Branch monitors, assesses and assists in the development of government policies on aerospace and marine transportation, and plans and executes programs and services designed to promote the establishment, improvement, efficiency, export market development and general economic growth of the aerospace and marine transportation industry.

Classes of Records

Aerospace and Marine — Generally

Description: This class covers information relating to the Branch's activities and involvement with various associations and organizations from the public and private sectors, including other departmental organizations. It also covers participation in trade fairs and missions, surveys, and studies relating to aerospace and marine that would not be contained in other classes of records. *Topics:* Aerospace and marine — generally; associations, clubs and societies; committees, task forces, conferences and meetings; companies, corporations, firms; co-operation and liaison; fairs and exhibitions; industrial co-operation; missions and visits; project studies; promotional projects; sector profiles; statistics; tariffs and duty remissions. *Special Access Note:* Portions of, or all this class of records can now be found in the Automotive, Marine and Rail Branch or Electrical and Aerospace Branch of the Department of Regional Industrial Expansion.

Industrial Development

Description: This class covers information relating to departmental grants, loans and contributions programs designed to provide assistance to the aerospace and marine transportation equipment manufacturers. *Topics:* Programs — generally; Canadian content (marine); Defence Industry Productivity (DIP); Defence Development and Production Sharing Program (DDPSP); Enterprise Development Program (EDP); Income Tax Act (Marine); General Adjustment Assistance Program (GAAP); Industrial Design Assistance Program (IDAP); Industrial Energy Research Development Program (IERD); Industry Modernization for Defence Export Program (IMDE); Program for Export Market Development (PEMD); Ship Construction

Subsidy Regulations (SCSR); Shipbuilding Industry Assistance Program (SIAP); Shipbuilding Industry Assistance Program Construction (SIAPC); Shipbuilding Industry Assistance Regulations (SIAR); Shipbuilding Temporary Assistance Program Regulations (STAPR); Make or Buy Program (unsolicited proposals). *Special Access Note:* Portions of, or all this class of records can now be found in the Automotive, Marine and Rail Branch or Electrical and Aerospace Branch of the Department of Regional Industrial Expansion.

Aerospace Industries

Description: This class covers information relating to the development of government policies on the aerospace industry, and the planning and execution of services designed to promote the establishment, improvement, efficiency, export and market development, and general economic growth of the aerospace industry. *Topics:* Aerospace — generally; industry sector policy; aerospace task force; markets; new fighter aircraft; long range patrol aircraft. *Special Access Note:* Portions of, or all this class of records can now be found in the Electrical and Aerospace Branch of the Department of Regional Industrial Expansion.

Marine Industries

Description: This class covers information relating to the development of government policies on the marine industry, and the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development and general economic growth of the marine industry. *Topics:* Marine industries — generally; markets; ocean industries; ships and components; Canadian patrol frigate. *Special Access Note:* Portions of, or all this class of records can now be found in the Office of Industrial and Regional Benefits Branch or the Automotive, Marine and Rail Branch of the Department of Regional Industrial Expansion.

Shipbulding Assistance Review Group

Description: This class covers information relating to the development of a new Shipbuilding Industry Assistance Program. *Topics:* Shipbuilding Industry Assistance Program — generally; consultations; projects and studies. *Special Access Note:* Portions of, or all this class of records can now be found in the Automotive, Marine and Rail Branch of the Department of Regional Industrial Expansion.

Business Opportunities Sourcing System Directorate Branch

The Business Opportunities Sourcing System was established to serve industry by compiling a comprehensive list of Canadian companies and their products with the objective of replacing imports and expanding exports.

Classes of Records

These are in addition to financial and administrative records listed in the Standard Classes of Records Section of the *Access Register*.

Business Opportunities Sourcing System

Description: This class covers information relating to Canadian companies and their products, Dun and Bradstreet reports, general correspondence. *Topics:* Canadian companies and products. *Special Access Note:* Portions of, or all this class of records can now be found in the Market Development Branch of the Department of Regional Industrial Expansion.

Canadian Government Office of Tourism

The Canadian Government Office of Tourism's main objective is to sustain the orderly growth of tourism in Canada. This is achieved by promoting travel to and within Canada and developing tourism markets through the activities of officers located in the Department of External Affairs posts abroad and ITC regional offices in Canada; and by assisting in the development and improvement of the Canadian tourism industry. These functions are performed with a maximum of co-ordination of federal, provincial and private sector activities bearing on tourism. The following branches report to the Assistant Deputy Minister Tourism.

Tourism Marketing Branch

The Marketing Branch promotes travel to Canada from other countries, promotes travel within Canada by Canadians, and co-ordinates its activities with those of the provinces and territories and the private sector. It provides a focal point for the co-ordination of Canadian public and private sectors' tourism marketing activities. The Branch uses a complex marketing program to both identify the tourism market and to create further demand within the market. The Branch carries out a full range of tourism marketing activities directly from headquarters and works closely with market development and promotion officers at various posts abroad, in the United States and at ITC regional offices in Canada.

Tourism Development Branch

The Tourism Development Branch promotes growth and improvement in Canadian tourist attractions, facilities and services and helps them to remain competitive in attracting, receiving and catering to the needs of visitors. It analyzes the tourism industry's strengths and weaknesses and, together with private industry and the federal and provincial governments, strives to improve the efficiency and effectiveness of the industry.

The Branch consults with regional tourism development officers located across Canada on a continuous basis to ensure that both national and regional tourism development objectives are being met to the fullest extent possible.

Classes of Records

Tourism

Description: This class covers information relating to the Canadian Government Office of Tourism's activities and involvement with the public and private sectors, including other government departments and foreign countries, that would not be contained in other classes of records. *Topics:* Tourism — generally; co-operation and liaison; committees; complaints; make-work programs; organizations and associations; trade agreements, negotiations and treaties; companies, corporations and firms; visiting college students. *Special Access Note:* Portions of, or all this class of records can now be found in the Canadian Government Office of Tourism of the Department of Regional Industrial Expansion.

Advertising and Direct Mail

Description: This class covers information relating to the advertising of Canada as a tourism destination both in Canada and throughout the world, including advertising campaigns, research and agencies used to promote Canada. *Topics:* Advertising — generally, ad proofs, agencies, campaigns research, solicitations; direct-marketing — generally, campaigns, evaluation, finance, partners, suppliers. *Special Access Note:* Portions of, or all this class of records can now be found in the Canadian Government Office of Tourism of the Department of Regional Industrial Expansion.

Communications, Media and Services

Description: This class covers information relating to the development, production and distribution of material used in promoting Canada. *Topics:* Communications, media and services — generally; editorials; films; photographs, slides and transparencies; publications; travel information services. *Special Access Note:* The films themselves are part of the National Film Board Tourism File Program and available through the NFB; photographs, slides and transparencies

are kept by the Promotional Production Section of the Canadian Government Office of Tourism. Portions of, or all this class of records can now be found in the Canadian Government Office of Tourism of the Department of Regional Industrial Expansion.

Industry Policy Development
Description: This class covers information relating to the development of a national tourism policy in conjunction with other federal and provincial government departments and the tourism industry in Canada. *Topics:* Industry policy development — generally; energy; national tourism plan; industry consultative task force. *Special Access Note:* Portions of, or all this class of records can now be found in the Canadian Government Office of Tourism of the Department of Regional Industrial Expansion.

Marketing — Generally
Description: This class covers information relating to activities and involvement as they relate to the development of federal and provincial marketing plans for tourism. *Topics:* Marketing — generally; marketing plans; activity forecasts. *Special Access Note:* Portions of, or all this class of records can now be found in the Canadian Government Office of Tourism of the Department of Regional Industrial Expansion.

Marketing Programs and Promotions
Description: This class covers information relating to programs and promotions designed to make the travel trade and the media aware of what Canada offers as a tourist destination and increase Canadians' awareness of the value of tourism. *Topics:* Programs and promotions — generally; attitude and awareness; co-op advertising; consortia product launch; familiarization tours; local direct marketing; meetings and incentives travel promotions; Rendez-vous Canada; shows, seminars, conferences and events; Visit Canada Program; package tour development; merchandising aid and display material; Canada Marketing Assistance Program (CANMAP). *Special Access Note:* Portions of, or all this class of records can now be found in the Canadian Government Office of Tourism of the Department of Regional Industrial Expansion.

Research and Analysis
Description: This class covers information relating to the collection of economic and market data and statistics required for tourism planning and policy formulation. *Topics:* Research and analysis — generally; committees; information request/mailing lists; tourism facilities inventories; tourism futures; tourism industry performance; travel/travellers and non-travellers. *Special Access Note:* Portions of, or all this class of records can now be found in the Canadian Government Office of Tourism of the Department of Regional Industrial Expansion.

Tourism Development — Industry Evaluation and Improvement
Description: This class covers information relating to the evaluation and improvement of the tourism industry in Canada. *Topics:* Industry evaluation and improvement — generally; accommodation; manpower education and training; transportation. *Special Access Note:* Portions of, or all this class of records can now be found in the Canadian Government Office of Tourism of the Department of Regional Industrial Expansion.

Tourism Development — Regional Planning and Implementation
Description: This class covers information relating to the activities designed to stimulate the growth of the tourism industry in those regions of Canada designated for economic and industrial development. *Topics:* Regional planning and implementation — generally; provinces and projects. *Special Access Note:* Portions of, or all this class of records can now be found in the Canadian Government Office of Tourism of the Department of Regional Industrial Expansion.

Canadian Industrial Renewal Board

The Canadian Industrial Renewal Board (CIRB) was set up to assist the restructuring, consolidation and modernization of the textile, clothing and footwear industries, to renew the economic base of communities heavily dependent on those industries, and to help workers affected by the liberalization of world trade in these commodities and by the rationalization process. The Board is made up of private and public sector members representing business, labour, consumer interests, the academic community and the federal government.

Under the CIRB programs, all textile, clothing and footwear firms in Canada are eligible for financial assistance for restructuring and modernization, for the establishment of common services, and for mergers and acquisitions. Other types of businesses in designated communities can also benefit from CIRB assistance for modernization, expansion and restructuring. As well, assistance to establish new businesses in designated communities is available. Assistance is provided in the form of loans, loan insurance and contributions.

A special package of labour adjustment programs, administered by the Canada Employment and Immigration Commission, is also available for laid-off textile, clothing and footwear workers within the CIRB program framework.

Classes of Records

Canadian Industrial Renewal Board — Generally
Description: The class contains information on the activities and functions of the Canadian Industrial Renewal Board, including correspondence on the Board of Directors and board meetings. *Topics:* Canadian Industrial Renewal Board — generally; committees; conferences, meetings, seminars; board of directors. *Special Access Note:* Portions of, or all this class of records can now be found in the Canadian Industrial Renewal Board of the Department of Regional Industrial Expansion.

Policy, Planning and Public Relations
Description: This class has information on the planning and policy activities of the CIRB, including the determination of the efficiency of the program and public relations activities. *Topics:* Policy, planning and public relations — generally; Board of Directors meetings; regulations; multiyear operational plan; budget; community development strategy; designated communities; sector and subsector strategies; manpower adjustment programs; industrial adjustment strategy; communications and public relations; federal/provincial relations; unions; associations — generally; consumer associations. *Special Access Note:* Portions of, or all this class of records can now be found in the Canadian Industrial Renewal Board of the Department of Regional Industrial Expansion.

Sector Firms
Description: This class contains records relating to the delivery of the programs administered by CIRB to firms in the textile, clothing and footwear sectors applying for assistance. *Topics:* Sector firms — generally; associations; Board of directors meeting; companies, corporations, firms; consultants; co-operation and liaison — federal government departments and agencies; sector profiles; programs. *Special Access Note:* Portions of, or all this class of records can now be found in the Canadian Industrial Renewal Board of the Department of Regional Industrial Expansion.

Economic Development and Industrial Promotion
Description: This class contains information on the economic development of designated communities, the promotion of local firms in designated communities, as well as those firms wishing to relocate in these communities. Also included are co-operation and liaison activities with labour forces, unions and municipalities. *Topics:* Economic development and industrial promotion — generally; committees, conferences, meetings; press clippings and releases; program context

and preoccupations; program recipients; program activities; community data system; community profiles; consultants. *Special Access Note:* Portions of, or all this class of records can now be found in the Canadian Industrial Renewal Board of the Department of Regional Industrial Expansion.

Chemicals Branch

This Branch monitors, assesses and assists in the development of government policies on chemicals; and plans and executes programs and services designed to promote the establishment, improvement, efficiency, export market development, and general economic growth of the chemicals industry.

Classes of Records

Chemicals
Description: This class covers information relating to the branch's activities and involvement with various associations and organizations in the public and private sectors, including federal, provincial and foreign governments, as well as participation in trade fairs and missions, that would not be contained in other classes of records. *Topics:* Chemicals — generally; companies; governments; fairs, missions and industrial co-operation; organizations; policy and special issues; standards; tariffs and remissions. *Special Access Note:* Portions of, or all this class of records can now be found in the Resource Processing Industries Branch of the Department of Regional Industrial Expansion.

Products
Description: This class covers information relating to the product development and marketing of chemical products on a national and international basis, and the general economic development of the Canadian chemicals industry, including studies and analysis of the chemicals industry. *Topics:* Products — generally; health care products; industrial chemicals; plastics, rubber and chemical specialties. *Special Access Note:* Portions of, or all this class of records can now be found in the Resource Processing Industries Branch of the Department of Regional Industrial Expansion.

Programs
Description: This class covers information relating to the Chemicals Branch's activities and involvement as they relate to government assistance to the chemical industry in Canada in the form of grants, loans and contributions. *Topics:* Programs — generally; Defence Industry Productivity Program; Enterprise Development Program; Industry and Community Related Development Program; unsolicited proposals; Program for the Advancement of Industry Technology; Program for Export Market Development. *Special Access Note:* Portions of, or all this class of records can now be found in the Office of Industrial Adjustment of the Department of Regional Industrial Expansion.

Communications Branch

The Communications Branch relays information about programs, policies and activities to the Department's public through news releases, specialized promotional services and advertising. As well, the Directorate performs the role of communication advisor during the formulation of departmental policy initiatives. It is also responsible for the licensing opportunities activities of the department.

Classes of Records

This class is in addition to Communications Branch records listed in the Common Classes of Records section of the Access Register.

Licensing Opportunities — Generally
Description: This class covers information on manufacturing opportunities pursued, offered and received generally, and manufacturing opportunities evaluated and promoted individually to selected parties, or included in a publicity medium (New Products Bulletin), as well as technology transfer methods and industrial property protection. *Topics:* Licensing opportunities — generally; domestic; foreign; new products bulletin. *Special Acces Note:* Portions of, or all this class of records can now be found in the Communications Branch of the Department of Regional Industrial Expansion.

Corporate Analysis Branch

The Branch serves as the financial and economic analysis centre for the evaluation of industrial development projects. Emphasis is placed on analytical requirements of the Enterprise Development Program, the Defence Industry Productivity Program and the Shipbuilding Industry Assistance Program. It measures and evaluates the financial and economic implications of major departmental initiatives in the industrial development area, as they relate to departmental programs.

Classes of Records

Corporate Analysis Branch — Generally
Description: This class covers information relating to the Branch's involvement and activities with the public and private sectors, regarding economic analysis and evaluation of industrial development issues, that are of a general nature and not specific to the program class of records. *Topics:* Corporate Analysis Branch — generally; associations, committees, organizations, institutes, societies; conferences and meetings; co-operation and liaison; reports and statistics. *Special Access Note:* Portions of, or all this class of records can now be found in the Small Business and Special Projects Branch of the Department of Regional Industrial Expansion.

Programs
Description: This class covers information relating to business and economic evaluations of proposals by companies for assistance under one of the incentive programs identified in the subject topics. *Topics:* Enterprise Development Program; Defence Industry Productivity Program; Shipbuilding Industry Assistance Program. *Special Access Note:* Portions of, or all this class of records can now be found in the Small Business and Special Projects Branch of the Department of Regional and Industrial Expansion.

Corporate Financial and Systems Branch

The Corporate Financial and Systems Branch is responsible for the management of the corporate financial functions of the Department by establishing, maintaining and operating systems of financial administration to ensure adherence to the pertinent statutory and regulatory requirements of Parliament, cabinet committees and central agencies, as well as departmental operating and managerial requirements for financial visibility, control and accountability.

In addition, the Branch is responsible for the integration, development and establishment of computer based corporate management information systems.

Classes of Records

These classes are in addition to financial and administrative records listed in the Standard Classes of Records Section of the *Access Register*.

Corporate Systems — Generally
Description: This class contains information on the Branch's involvement with associations and organizations from the public and private sectors, including federal, provincial and foreign governments,

as well as the activities relating to the Business Opportunities Sourcing System, that would not be contained in other classes of records. *Topics:* Corporate systems — generally; acts and legislation; associations, committees, organizations, institutes and societies; conferences and meetings; co-operation and liaison; reports and statistics; studies and surveys; trade agreements, negotiations and treaties. *Special Access Note:* Portions of, or all this class of records can now be found in the Computer Services Branch or Market Development Branch of the Department of Regional Industrial Expansion.

Computer Based Systems

Description: This class covers information relating to the development, integration and operations of computer based management information systems. *Topics:* Data administration. *Special Access Note:* Portions of, or all this class of records can now be found in the Computer Services Branch of the Department of Regional Industrial Expansion.

Corporate Resource Management Branch

The Corporate Resource Management Branch is responsible for the departmental resources allocation system and the provision of advice and recommendations to senior management (Deputy Minister, Assistant Deputy Ministers) respecting allocation and reallocation of resources.

Classes of Records

These are in addition to administrative and financial records listed in the Standard Classes of Records section of the *Access Register*.

Management Improvement and Resource Utilization

Description: This class covers information relating to specific performance measurement systems established for the various departmental programs. *Topics:* Performance measurement — generally; branches; programs. *Special Access Note:* Portions of, or all this class of records can now be found in the Resource Management Branch of the Department of Regional Industrial Expansion.

Design Canada

Design Canada is responsible for providing professional and administrative resources necessary to the National Design Council, analyzing and developing policies and programs that have implications for design and new product development in the Canadian industry, providing assistance to associations and organizations from the public and private sectors on design proposals and projects, and managing the design assistance programs.

Classes of Records

Fairs, Exhibitions, Missions and Visits

Description: This class covers information relating to the promotion of Canadian design through the media of fairs, exhibitions, missions and visits. *Topics:* Fairs and exhibitions; missions and visits. *Special Access Note:* Portions of, or all this class of records can now be found in the Awards and Design Directorate of the Department of Regional Industrial Expansion.

Design (Industrial and Product)

Description: This class covers information relating to the development of industrial and product design policies, the Branch's involvement with the National Design Council, the managing of design assistance programs, as well as design information and education. *Topics:* Design policy; design awards and competitions; design advisory service; private sector involvement and/or sponsorship in design; special projects; committees, National Design Council; design extension provincial; programs; scholarships; design talent utilizations; design education; grants; lectures and seminars by Design Canada; operations and directorate; case histories; seminars and workshops. *Special Access Note:* Portions of, or all this class of records can now be found in the Awards and Design Directorate of the Department of Regional Industrial Expansion.

Research, Surveys and Development

Description: This class covers information relating to industry studies, as well as departmental grants, loans and contibutions programs designed to assist in the development and marketing of Canadian products. *Topics:* Research, surveys and development — generally; programs. *Special Access Note:* Portions of, or all this class of records can now be found in the Awards and Design Directorate of the Department of Regional Industrial Expansion.

General and Services

Description: This class covers information relating to the Branch's activities and involvement with associations and organizations from the public and private sectors, including federal, provincial and foreign governments. *Topics:* Associations committees; conferences; companies; governments. *Special Access Note:* Portions of, or all this class of records can now be found in the Awards and Design Directorate of the Department of Regional Industrial Expansion.

Electrical and Electronics Branch

This Branch monitors, assesses and assists in the development of government policies on the electrical and electronics industry and plans; and executes programs and services designed to promote the establishment, improvement, efficiency, export market development, and general economic growth of the electrical and electronics industries.

Classes of Records

Procurement and Purchases

Description: This class covers information relating to the Branch's activities as they relate to procurement and purchasing policies and procedures of the federal government, to ensure that industrial benefit to Canada is achieved when awarding major government contracts in the electrical and electronics industries. *Topics:* Procurement and purchases — generally; aircraft — industrial benefit; communications — industrial benefit; computer and microelectronic — industrial benefit; navigational systems; North Atlantic Treaty Organization — industrial benefit; office machines; rationalization program; ships and shops' systems; simulators; surveillance and control systems; vehicles. *Special Access Note:* Portions of, or all this class of records can now be found in the Electrical and Aerospace Branch or Automotive, Marine and Rail Branch or Machinery and Electrical Equipment Branch of the Department of Regional Industrial Expansion.

Electrical and Electronics — Generally

Description: This class covers information relating to the Branch's activities and involvement with the public and private sectors, other departmental organizations, and foreign countries, including published and gathered statistics on the electrical and electronics industry that would not be contained in other classes of records. *Topics:* Co-operation and liaison — federal and provincial governments; organizations and associations; technology; standards; statistics; multilateral trade negotiations; tariffs and trade. *Special Access Note:* Portions of, or all this class of records can now be found in the Electrical and Aerospace Branch or Machinery and Electrical Equipment Branch of the Department of Regional Industrial Expansion.

Industrial Development

Description: This class covers information relating to the Branch's activities and involvement as they relate to the development of the Canadian manufacturing and processing sectors of the industry; and to government assistance for Canadian firms in the form of grants,

loans and contributions. *Topics:* Industrial development — generally; companies — generally; programs — generally; Defence Industry Productivity Program; Defence Development Sharing Program; Industry Modernization for Defence Export Program; defence industry research; Enterprise Development Program; General Adjustment Assistance Program; Industrial Design Assistance Program; Make or Buy Program; Microelectronics Support Program; Program for the Advancement of Industrial Technology; Program for Export Market Development. *Special Access Note:* Portions of, or all this class of records can now be found in the Electrical and Aerospace Branch or Machinery and Electrical Equipment Branch of the Department of Regional Industrial Expansion.

Industrial Policy Development
Description: This class covers information relating to the Branch's activities and involvement as they relate to the development of a government industrial policy on horizontal issues (i.e., energy), and electrical and electronics issues, including data relating to export control. *Topics:* Horizontal issues; COCOM; space industry restructuring; electrical and electronics; electrical profiles; electronics profiles. *Special Access Note:* Portions of, or all this class of records can now be found in the Electrical and Aerospace Branch or Machinery and Electrical Equipment Branch of the Department of Regional Industrial Expansion.

Marketing
Description: This class covers information relating to the Branch's activities and involvement as they relate to the assistance given to Canadian firms in the marketing of their equipment, products and systems. *Topics:* Marketing — generally; economic intelligence reports; promotional projects; fairs and missions; missions and visits; products; industrial co-operation; projects. *Special Access Note:* Portions of, or all this class of records con now be found in the Electrical and Aerospace Branch or Machinery and Electrical Equipment Branch of the Department of Regional Industrial Expansion.

Financial Policy and Liaison Branch

The Branch co-ordinates policy and liaison with Crown corporations, agencies and financial institutions in the private sector. It is responsible for the development and co-ordination of advice on the financial implications of policies and programs across the Department.

Classes of Records

Financial Policy and Liaison — Generally
Description: This class covers information relating to the Branch's activities and involvement with various associations, organizations and firms from the public and private sectors, as well as activities with other sectors of Industry, Trade and Commerce which are not contained in other classes of records. *Topics:* Financial policy and liaison — generally; acts and legislation; associations, committees, organizations, institutes, societies; conferences and meetings; co-operation and liaison: companies, corporations and firms, federal and provincial; corporate finance and analysis. *Special Access Note:* Portions of, or all this class of records can now be found in the Small Business and Special Projects Branch and Policy Branch of the Department of Regional Industrial Expansion.

Domestic Financial Institutions and Markets
Description: This class covers information relating to the activities of Canadian financial institutions and the analysis and review of investment and financial markets. *Topics:* Financial institutions — generally; Canada Development Corporation; Canadian chartered banks; economic development; Federal Business Development Bank; financial markets; investment. *Special Access Note:* Portions of, or all this class of records can now be found in the Small Business and Special Projects Branch and Policy Branch of the Department of Regional Industrial Expansion.

Export Promotion and Financing
Description: This class covers information relating to foreign and domestic institutions, including government programs, providing export promotion and financing facilities. *Topics:* Export promotion and financing — generally; Canadian; countries; export financing studies; foreign; international arrangements. *Special Access Note:* Portions of, or all this class of records can now be found in the Small Business and Special Projects Branch and Policy Branch of the Department of Regional Industrrial Expansion.

Official Development Assistance and International Financial Institutions
Description: This class covers information relating to international organizations and associations whose work affects export promotion and financing. *Topics:* Official Development Bank; Asian Development Bank; Canadian International Development Agency (CIDA); Caribbean Development Bank; Commonwealth Secretariat; Inter-American Development Bank; Organization for Economic Co-operation and Development (OECD); United Nations; World Bank Group. *Special Access Note:* Portions of, or all this class of records can now be found in the Small Business and Special Projects Branch and Policy Sector Branch of the Department of Regional Industrial Expansion.

Food Branch

This Branch monitors, assesses and assists in the development of government policies on agriculture, fisheries and food products; and plans and executes programs and services designed to promote the establishment, improvement, efficiency, export market development, and general economic growth of the agriculture, fisheries and food industries.

Classes of Records

Agriculture, Fish and Food Products — Generally
Description: This class covers information relating to the branch's activities and involvement with various associations and organizations from both the public and private sectors and other countries as well as missions and visits, trade fairs and market survey data that would not be contained in other classes of records. *Topics:* Agriculture, fisheries and food products — generally; agricultural intelligence; agricultural reporting; associations, clubs, societies; energy conservation and reduction; fairs and missions; food industry; market surveys; missions and visits; tariffs; trade agreements, negotiations, treaties; transportation; food and agricultural organization (FAO). *Special Access Note:* Portions of, or all this class of records can now be found in the Food and Consumer Products Branch of the Department of Regional Industrial Expansion.

Agricultural Products
Description: This class covers information relating to the production and marketing, nationally and internationally, of agricultural products, including world market situations and the general economic development of the Canadian agricultural industry. *Topics:* Agriculture and agricultural products — generally; agricultural products; feeds; fresh fruits; fresh vegetables; pulses; seeds; tobacco. *Special Access Note:* Portions of, or all this class of records can now be found in the Food and Consumer Products Branch of the Department of Regional Industrial Expansion.

Fisheries and Fish Products
Description: This class covers information relating to the production and marketing on a national and international basis of fish products, including world market situations; and the general economic development of the Canadian fisheries and fish products industry. *Topics:* Fisheries and fish products — generally; aquaculture; companies; foreign countries; fresh water species; groundfish; industrial fishery producers; marine mammals; marine plants — algae; pelagic species;

provinces; roes, caviar; salmonids; sharks, swordfish; shellfish. *Special Access Note:* Portions of, or all this class of records can now be found in the Food and Consumer Products Branch of the Department of Regional Industrial Expansion.

Grocery Products
Description: This class covers information relating to the production and marketing of grocery products on a national and international basis, including marketing situations and the general economic development of the grocery products industry in Canada. *Topics:* Grocery products — generally; baked goods; beverages; fruits and vegetables; grain-based products; international commodities; processed foods. *Special Access Note:* Portions of, or all this class of records can now be found in the Food and Consumer Products Branch of the Department of Regional Industrial Expansion.

Livestock, Meat and Dairy Products
Description: This class covers information relating to the production and marketing of livestock, meat and dairy products on a national and international basis, inculding world market situtations, as well as regulations on the importing and exporting of livestock, and the general economic development of this industry in Canada. *Topics:* Livestock, meat and dairy products — generally; dairy products; fur products; livestock; meat; poultry. *Special Access Note:* Portions of, or all this class of records can now be found in the Food and Consumer Products Branch of the Department of Regional Industrial Expansion.

Programs
Description: This class covers information relating to the grants, loans and contributions programs designed to assist the agriculture, fisheries and food products industries in the development and marketing of their products. *Topics:* Programs — generally; Agriculture and Food Products Market Development Assistance Program (AGMAP); Enterprise Development Program (EDP); Industrial Energy Research and Development Program (IERD); Industry and Labour Adjustment Program (ILAP); Program for Advancement of Industrial Technology (PAIT); Program to Enhance Productivity (PEP); Program for Export Market Development (PEMD); programs for other departments — generally; programs of other departments: Department of Regional Economic Expansion. *Special Access Note:* Portions of, or all this class of records can now be found in the Office of Industrial Adjustment of the Department of Regional Industrial Expansion.

Import Analysis Directorate

The Directorate is the focal point for in-depth analysis of import replacement opportunities which involves the gathering and analysis of import data and related material on foreign competition and foreign marketing practices. It is responsible for the production of detailed analyses of imports for individual companies and ITC as required by the *ITC Act*. There is close contact with industry associations and organizations and private companies, as well as provincial governments and their industrial development organizations, other federal departments and industry sector branches of ITC.

Classes of Records

Import Analysis Directorate — Generally
Description: This class covers information relating to the gathering of import data and correspondence with companies relating to reports and statistics of individual commodity imports, and the identification of import replacement opportunities as required by the *Industry, Trade and Commerce Act*. *Topics:* Company files (arranged alphabetically); projects (arranged by Statistics Commodity Codes). *Special Access Note:* Portions of, or all this class of records can now be found in the Market Development Branch of the Department of Regional Industrial Expansion.

Machinery Branch

This Branch plans, develops, assesses and executes policies, programs and services designed to promote the establishement, improvement, efficiency, export market development and general economic development of the machinery industry.

Classes of Records

Procurement and Purchases
Description: This class covers information relating to the Branch's activities as they relate to procurement and purchasing policies and procedures of the federal government to ensure industrial benefit to Canada is achieved when awarding major government contracts in the machinery industry. *Topics:* Procurement and purchases — generally. *Special Access Note:* Portions of, or all this class of records can now be found in the Machinery and Electrical Equipment Branch of the Department of Regional Industrial Expansion.

Machinery — Generally
Description: This class covers information relating to the Branch's activities and involvement with the public and private sectors, federal, provincial and foreign governments, including studies, standards, statistics and trade agreements for the machinery industry that would not be contained in other classes of records. *Topics:* Machinery — generally; co-operation and liaison; committees; organizations and associations; standards; studies; statistics; tariffs; trade agreements, negotiations and treaties. *Special Access Note:* Portions of, or all this class of records can now be found in the Machinery and Electrical Equipment Branch of the Department of Regional Industrial Expansion.

Industrial Development
Description: This class covers information relating to the Branch's activities and involvement relating to the development of the Canadian sector of the machinery industry, and to government incentives and assistance for Canadian firms in the form of grants, loans, contributions and write-offs. *Topics:* Industrial development — generally; companies; programs — generally; energy conserving equipment — class 34; Enterprise Development Program; foreign investment — reviews and assessments; Industrial Design Assistance Program; industrial technology; Program for Enhanced Productivity; Program for Export Market Development; Regional Economic Development Program; Shipbuilding Industry Performance Improvements Program; Unsolicited Proposals Program. *Special Access Note:* Portions of, or all this class of records can now be found in the Machinery and Electrical Equipment Branch of the Department of Regional Industrial Expansion.

Industrial Policy Development
Description: This class covers information relating to the Branch's activities and involvement as they relate to the development of a government industrial policy on horizontal issues (i.e., energy) and on the machinery industry. *Topics:* Industrial policy development — generally; economic intelligence; horizontal issues; industry sector profiles; machinery industry (vertical issues); nuclear power. *Special Access Note:* Portions of, or all this class of records can now be found in the Machinery and Electrical Equipment Branch of the Department of Regional Industrial Expansion.

Trade Development
Description: This class covers information relating to the development of foreign trade through fairs, exhibitions and missions, and advising Canadian industry of export opportunities and joint ventures. *Topics:* Trade development — generally; fairs and exhibitions; missions and visits; industrial co-operation; equipment and machinery. *Special Access Note:* Portions of, all this class of records can now be found in the Machinery and Electrical Equipment Branch of the Department of Regional Industrial Expansion.

Machinery and Equipment Advisory Board — Generally
Description: This class covers information relating to applications by importers to the Machinery and Equipment Advisory Board for duty remission on the importation of machinery equipment which is not available from production in Canada, as well as information from Canadian companies regarding various types of machinery and equipment they make in Canada. *Topics:* Machinery and Advisory Board — generally; application for duty remission; machinery and equipment made in Canada. *Special Access Note:* Portions of, or all this class of records can now be found in the Machinery and Electrical Equipment Branch of the Department of Regional Industrial Expansion.

Emergency Planning
Description: This class covers information relating to the Branch's activities as it relates to the preparation of plans and arrangements of those exceptional measures to be put into effect that have as their purpose the mitigation of the adverse effects of an imminent or actual emergency. *Topics:* Documents and planning. *Special Access Note:* Portions of, or all this class of records can now be found in the Emergency Planning Branch of the Department of Regional Industrial Expansion.

Machinery and Equipment Advisory Board

The Machinery and Equipment Advisory Board Program entails a twofold approach to encourage the expansion and efficiency of Canadian manufacturing by (1) providing a reasonable measure of tariff protection to machinery manufacturers, and (2) enabling users of machinery to obtain remission of duty on imported capital equipment which is not available from Canadian production.

Classes of Records

Machinery and Equipment Advisory Board — Generally
Description: This class covers information relating to the development and operating guidelines of the machinery program. It also includes material relating to the receipt and control of applications for remission of duty under the machinery program. *Topics:* Machinery and Equipment Advisory Board — generally; guidelines; remission program; submission control; surveys and studies; applications for remission of duty. *Special Access Notes:* Applications for remission of duty are microfilmed and filed alphabetically. Portions of, or all this class of records can now be found in the Machinery Equipment Advisory Board of the Department of Regional Industrial Expansion.

Office of Industrial and Regional Benefits

The Office of Industrial and Regional Benefits is responsible for analyzing the requirements of major projects (those with a value in excess of $100 million) for goods and services, and advising government as to the policies to a competitive basis. It also provides staff support to the Committee on Industrial and Regional Benefits. This Committee interfaces with major projects owner/sponsors to encourage them to provide full, fair and competitive access for Canadian companies to the requirements for goods and services.

Classes of Records

Procurement and Purchases
Description: This class covers information relating to the activities of the Office of Industrial and Regional Benefits as they relate to industrial development benefits from major project activity in both the private and public sectors. *Topics:* Procurement and purchases — generally; industrial and regional benefits — generally; industrial and regional benefits — companies; industrial and regional benefits — co-operation and liaison; industrial and regional benefits — projects; task force on industrial and regional benefits from major projects. *Special Access Note:* Portions of, or all this class of records can now be found in the Office of Industrial and Regional Benefits Branch of the Department of Regional Industrial Expansion.

Office of Policy Analysis

The Office of Policy Analysis conducts various policy and analytical studies in support of the Department's aims and objectives. It consists of three components, all of which share common classes of records:

Trade and Structural Analysis Directorate

This Directorate is responsible for carrying out in-depth analytical projects relating to international economics and industrial development issues. The studies focus on the impact of these areas on the structure of the Canadian economy and associated medium-term economic policy. Special attention is given to the analysis of energy developments, new trading relationships and the sectoral development of the Canadian economy. The Directorate represents DRIE in a number of international and inter-departmental organizations, such as the Economic Co-operation and Development's Industry Committee, the Working Group of the Industrial and Labour Adjustment Program.

Economic Intelligence Directorate

The Ecomomic Intelligence Directorate is responsible for the analysis and assessment of short-term economic developments, both in Canada and in the world at large. It provides regular written and oral briefings and reports on these developments to the ministers, policy committee and other departmental units.

Micro Economic Analysis Directorate

The Micro Economic Analysis Directorate provides the department with economic and statistical analysis of selected major issues. The analysis focuses on selected labour market and industrial adjustment problems, technological change, research and development issues and the nature and function of multi-national enterprises, as well as the broad issues raised by foreign ownership and control. The Directorate is responsible for conducting the bi-annual surveys of capital investment intentions and the Foreign-Owned Subsidiaries Survey. The Directorate also co-ordinates the departmental position on major statistical issues and problems.

Classes of Records

Economic Policy and Analysis — Generally
Description: This class covers information relating to the Branch's activities and involvement with the public and private sectors, including other departmental organizations that would not be contained in other classes of records. *Topics:* Economic policy and analysis — generally; companies, corporations, firms; corporation returns survey; Inter-departmental Committee on Trade and Industrial Policies; political and national issues; program evaluation; studies. *Special Access Note:* Portions of, or all of this class of records can now be found in the Policy Sector Branch of the Department of Regional Industrial Expansion.

Data Bases and Information Systems
Description: This class covers information relating to the Branch's activities and involvement in the development and operation of data bases and information systems. *Topics:* Data bases and information systems; computer services and consultants; data banks; International Trade Data Bank; models — Canadian, international and Industry, Trade and Commerce; Micro Studies Project; Federal Labour Incentives Program. *Special Access Note:* Portions of, or all this class of records can now be found in the Policy Sector Branch of the Department of Regional Industrial Expansion.

Economy

Description: This class covers information relating to reviews and surveys by the Branch of national and international economic issues and their implication on the Department's policies. *Topics:* Economy — generally; economic situation and outlook; inflation; investment; capital investment survey; productivity and competitiveness; regional development. *Special Access Note:* Portions of, or all this class of records can now be found in the Policy Sector Branch of the Department of Regional Industrial Expansion.

Government Policies

Description: This class covers information relating to the Branch's activities and involvement with government-wide policy issues as they affect industrialization and trade matters. *Topics:* Government policies — generally; competition; energy; fiscal; income (wage and price controls); manpower and employment; science and technology. *Special Access Note:* Portions of, or all this class of records can now be found in the Policy Sector Branch of the Department of Regional Industrial Expansion.

Industrial Development

Description: This class covers information relating to the Branch's reviews and studies of Canada's industrial development policies and strategies. *Topics:* Industrial development — generally; incentives and disincentives; industrial support programs; Enterprise Canada — 77 —; industries studies/information; textile and clothing industry; post quota clothing and footwear prices; resource upgrading. *Special Access Note:* Portions of, or all this class of records can now be found in the Policy Sector Branch of the Department of Regional Industrial Expansion.

International Issues

Description: This class covers information relating to international trade, development and co-operation matters such as markets, agreements, negotiations, treaties, tariffs as identified in the subject topics. *Topics:* International relations; trade agreements, negotiations, treaties; export programs; organization for Economic Co-operation and Development; General Agreement Trade and Tariff (GATT); Multilateral Trade Negotiations (MTN); multinational enterprises; tariffs.

Office of Policy Co-ordination

The objective of the Office of Policy Co-ordination is to ensure the various policy and program proposals for consideration by the Minister of DRIE are adequately formulated, co-ordinated, and integrated into a coherent set of initiatives departmentally, within the framework of the government's overall economic development, policy direction, and priorities. It supports the Departmental Policy Committee in the drafting, formulation and recommendation of policies and programs concerned with international trade and recommendation of policies and programs concerned with international trade and industrial/regional development. It also prepares the departmental strategic plan identifying key industrial development policy issues and advises senior management on regional and federal/provincial concerns.

The Office comprises three Directorates: Trade and Industrial Policy, Regional Policy and General Policy.

Briefly stated the main activities of its three Co-ordination Directorates are:

Trade and Industrial Policy

This Directorate is responsible for the formulation, co-ordination, and integration of various departmental trade and industrial development policies and strategies. It focuses on sectoral manufacturing strategies and projects.

Regional Policy

This Directorate is responsible for the formulation, co-ordination and integration of the regional dimensions of departmental industrial and trade policies, and for the co-ordination of departmental policies and strategies with the regional economic development policies of the Department of Regional Industrial Expansion, and Central Agencies concerned with policy matters.

General Policy

This Directorate is responsible for the formulation, co-ordination and integration with the national industrial and trade policy framework, of departmental activities concerned with the complex of industrial development policy issues related to resource industries and energy development, and with industrial innovation.

Classes of Records

General Policy

Description: This class covers information relating to the planning, development and co-ordination of policies within the Department of Regional Industrial Expansion. *Topics:* Strategic planning; industrial innovation; industrial and regional benefits; shipbuilding; export financing; government procurement; energy related issues; resource industries policies. *Special Access Note:* Portions of, or all this class of records can now be found in the Policy Sector Branch of the Department of Regional Industrial Expansion.

Trade and Industrial Policy

Description: This class covers subjects relating to the formulation and recommendation of policies dealing with trade or industrial development. *Topics:* Industrial development policies; sectoral manufacturing strategies and projects; Industrial Opportunities Program; small business; trade strategy. *Special Access Note:* Portions of, or all this class of records can now be found in the Policy Sector Branch of the Department of Regional Industrial Expansion.

Regional Policy

Description: This class covers subjects and issues relating to the development of policies and strategies at the regional or federal-provincial level. *Topics:* Regional development policies and strategies; provincial industrial policies; federal-provincial policies; common market issues; locational investment issues. *Special Access Note:* Portions of, all this class of records can now be found in the Policy Sector Branch of the Department of Regional Industrial Expansion.

Office of Regional Affairs

This Office through its regional office network, provides a focal point for the co-ordination and management of the overall departmental interface with provincial governments in the industrial development, trade and tourism areas, and with federal departments and agencies primarily concerned with regional economic development and industrial diversification. The function is primarily one of advice, co-ordination, liaison and consultation.

The Office provides operational guidance and administrative support to the department's ten regional offices located throughout Canada. These offices provide a wide range of trade and industrial assistance to Canadian industry, and are focal points for the Department's relations with the provinces. Regional offices provide information on the full range of DRIE programs to the industries in their regions and administer the programs locally. In addition, the offices give information and advice on domestic and export market possibilities, and offer general assistance to Canadian industry for the expansion of trade and tourism.

All regional offices and DRIE headquarters in Ottawa maintain a Business Information Centre. These Centres provide a regional source

of information on all federal and provincial government programs and services available to Canadian industry.

Classes of Records

Office of Regional Affairs — Generally
Description: This class covers information relating to the development of manufacturing and processing sectors, assistance and incentives for research, development, productivity, marketing, tourism, as well as co-ordination of trade development in the private sector, as they relate to federal/provincial concerns. *Topics:* Office of Regional Affairs — general; committees, task forces and working groups; co-operation and liaison federal/provincial departments and agencies — general; provincial affairs — general; economic development — general; Canadian industry policy development; programs — general, provincial development; provincial industrial development; trade development — general; export-import market inquiries; trade promotion. *Special Access Note:* Portions of, or all this class of records can now be found in the Corporate Co-ordination Bureau of the Department of Regional Industrial Expansion.

Office of Service Industries — Distribution Services Branch

The Branch is responsible for the formulation and implementation of policies and programs affecting the domestic and international economic environment. It provides for the examination of the distribution system which moves all consumer and industrial goods from manufacturer to consumer. It maintains an in-depth knowledge base of these sectors and is involved in commercial policy and strategy formulation, commercial development, international trade regulations, and domestic and international market development.

Classes of Records

Distribution Services Branch — Generally
Description: This class covers information relating to the Branch's activities and involvement with various associations and organizations from the public and private sectors, including other departmental organizations that would not be contained in other classes of records. *Topics:* Distribution services — generally; acts and legislation; associations, committees, organizations, institutes, societies; conferences and meetings; co-operation and liaison; reports and statistics; trade agreements, tariffs and treaties. *Special Access Note:* Portions of, or all this class of records can now be found in the Service Industries Branch of the Department of Regional Industrial Expansion.

Distribution and Services
Description: This class covers information relating to research and development and marketing on behalf of Canada's distributive trades, such as trading houses, franchising and the automotive aftermarket, and promotion of more effective use of these and other marketing channels by Canadian manufacturing and trade. *Topics:* Automotive aftermarket; franchising; trading house; warehousing. *Special Access Note:* Portions of, or all this class of records can now be found in the Service Industries Branch of the Department of Regional Industrial Expansion.

Programs
Description: This class covers information relating to assistance and incentives for research development, productivity and marketing in the private sector. *Topics:* Programs — generally; program for Export Market Development (PEMD). *Special Access Note:* Portions of, or all this class of records can now be found in the Office of Industrial Adjustment Branch of the Department of Regional Industrial Expansion.

Wholesale and Retail
Description: This class covers information relating to representation of wholesale and retail industry interests in the development and implementation of government policies; research and development and marketing support to the wholesale and retail industry in Canada; and improvement of the exchange of product/market intelligence among Canadian retailers, wholesalers, manufacturers and primary producers. *Topics:* Wholesale and retail — generally; general merchandising; drugs; food.

Office of Service Industries — Transportation Services Branch

The Branch is responsible for the analysis of and participation in the formulation of international and domestic policies affecting the physical distribution and transportation policy. It determines the appropriate balance necessary to protect the interest of shippers, while supporting the viability of and identifying trade opportunities for the Canadian transportation service industry. It also maintains an in-depth knowledge base of these sectors and is involved in industrial policy and strategy formulation and industrial development.

Classes of Records

Transportation Services — Generally
Description: This class covers information relating to the Branch's activities and involvement with federal and provincial government departments and foreign countries, as well as information on the transportation and distribution costs of commodities that would not be contained in other classes of records. *Topics:* Commodities; countries; government departments and agencies. *Special Access Note:* Portions of, or all this class of records can now be found in the Services Industries Branch of the Department of Regional Industrial Expansion.

Air Transportation
Description: This class covers information relating to the formulation and implementation of domestic air transport policies; assistance to the business community and governments concerning legislative and regulator changes in air transportation and in resolving rates and services problems. *Topics:* Air transportation — generally; companies and associations; international organizations; programs; projects. *Special Access Note:* Portions of, or all this class of records can now be found in the Office of Industrial Adjustment Branch or Services Industries Branch of the Department of Regional Industrial Expansion.

Marine Transportation
Description: This class covers information relating to the formulation and implementation of international and domestic marine transport policies; assistance to the business communi., and governments concerning legislative and regulatory changes in marine transportation and in resolving rates and services problems. *Topics:* Marine transportation — generally; Canadian port facilities; companies and associations; international organizations; programs; projects. *Special Access Note:* Portions of, or all this class of records can now ' found in the Office of Industrial Adjustment Branch or Services Industries Branch of the Department of Regional Industrial Expansion.

Multimodal Transportation
Description: This class covers information relating to the formulation and implementation of international and domestic policies on multimodal transportation; assistance to the business community and governments concerning legislative and regulatory changes in multimodal transportation and in resolving rates and services problems. *Topics:* Multimodal transportation — generally; companies, associations and universities; international organizations; programs; projects. *Special Access Note:* Portions of, or all this class of records can now be found in the Office of Industrial Adjustment Branch or Service

Industries Branch of the Department of Regional Industrial Expansion.

Rail Transportation
Description: This class covers information relating to the formulation and implementation of international and domestic policies on rail transportation; assistance to the business community and governments concerning legislative and regulatory changes in rail transportation and in resolving rates and services problems. *Topics:* Rail transportation — generally; companies and associations; international organizations; programs; projects. *Special Access Note:* Portions of, or all this class of records can now be found in the Office of Industrial Adjustment Branch or Service Industries Branch of the Department of Regional Industrial Expansion.

Road Transportation
Description: This class covers information relating to the formulation and implementation of international and domestic road transport policies; assistance to the business community and governments concerning legislative and regulatory changes in road transportation and in resolving rates and services problems. *Topics:* Road transportation — generally; companies and associations; international organizations; programs; projects. *Special Access Note:* Portions of, or all this class of records can now be found in the Office of Industrial Adjustment Branch or Service Industries Branch of the Department of Regional Industrial Expansion.

Office of Service Industries — Construction and Consulting Services

This Branch monitors, assesses and assists in the development of government policies on the construction and consulting services industries, and plans and executes programs and services designed to promote the establishment, improvement, efficiency, export market development and general economic growth of these industries.

Classes of Records

Procurement and Purchases
Description: This class covers information relating to the Branch's activities as they relate to procurement and purchasing policies and procedures of the federal government to ensure industrial benefit to Canada is achieved when awarding major government contracts in the construction and consulting services industries. *Topics:* Procurement and purchases — generally. *Special Access Note:* Portions of, or all this class of records can now be found in the Service Industries Branch of the Department of Regional Industrial Expansion.

Construction and Consulting Services — Generally
Description: This class covers information relating to the Branch's activities and involvement with the public and private sectors, other departmental organizations and foreign countries, including standards, statistics and trade agreements for these industries that would not be contained in other classes of records. *Topics:* construction and consulting services — generally; co-operation and liaison; organizations and associations; standards; statistics; trade agreements, negotiations and treaties. *Special Access Note:* Portions of, or all this class of records can now be found in the Service Industries Branch of the Department of Regional Industrial Expansion.

Industrial Development
Description: This class covers information relating to the Branch's activities and involvement relating to the development of industrial sectors and to government assistance for Canadian firms in the form of grants, loans and contributions. *Topics:* Industrial development — generally; companies; programs; Regional Economic Expansion Program; Enterprise Development Program; Program for Export Market Development; research and planning. *Special Access Note:* Portions of, all this class of records can now be found in the Office of Industrial Adjustment Branch or Service Industries Branch of the Department of Regional Industrial Expansion.

Industrial Policy Development
Description: This class covers information relating to the Branch's activities and involvement as they relate to the development of a government industrial policy on sectoral and horizontal issues. *Topics:* Industrial policy development — generally; industry sector profiles; Construction Industry Development Council — task forces. *Special Access Note:* Portions of, or all this class of records can now be found in the Service Industries Branch of the Department of Regional Industrial Expansion.

Trade Development
Description: This class covers information relating to the development of foreign trade through fairs, exhibitions and missions, and advising Canadian industry of export opportunities and joint ventures. *Topics:* Trade development — generally; construction contractors; consulting and engineering services; fairs, exhibitions, missions and visits; industrial co-operation. *Special Access Note:* Portions of, or all this class of records can now be found in the Service Industries Branch of the Department of Regional Industrial Expansion.

Programs Branch

The Branch is responsible for the overall central management and control of the majority of the the Department's funded programs, including the Interfirm Comparison Program, which is aimed at assisting individual companies in improving their productivity and profitability by identifying their relative strengths and weaknesses in comparison with others. It provides budgeting, evaluation and monitoring services for the programs, and gives detailed financial and economic evaluation assistance to organizational units engaged in program administration.

Classes of Records

Programs — Generally
Description: This class covers information relating to the Branch's activities and involvement with organizations and associations in the public and private sectors, federal and provincial governments, as well as statistics and reports that would not be contained in other classes of records. *Topics:* Programs — generally; associations and organizations; co-operation and liaison; reports and statistics. *Special Access Note:* Portions of, or all this class of records can now be found in the Program Development and Operations Branch of the Department of Regional Industrial Expansion.

Defence Industry Productivity Program
Description: This class covers information relating to the Branch's activities as it relates to the management and control of the Defence Industry Productivity Program. *Topics:* Defence Industry Productivity Program — generally; research and development — generally; research and development — projects; industry modernization for defence export — generally; industry modernization for defence export — projects. *Special Access Note:* Portions of, or all this class of records can now be found in the Policy Planning and Control Branch of the Department of Regional Industrial Expansion.

Enterprise Development Program
Description: This class covers information relating to the Branch's activities as it relates to the management and control of the Enterprise Development Program. *Topics:* Enterprise Development Program — generally; co-operation and liaison; legal matters; policy and procedures; program audit and evaluation; project files; reports and statistics; EDP board, panel; central board; Industry and Community Development Panel; innovation panel; microelectronics panel; regional boards. *Storage Medium:* Microfilm. *Special Access Note:* Portions of, or all this class of records can now be found in the Program

Development and Operations Branch of the Department of Regional Industrial Expansion.

Interfirm Comparison and Productivity Improvement
Description: This class covers information relating to the Branch's involvement and activities with the public and private sectors regarding productivity improvement and that are not specific to the industry comparison class of records. *Topics:* Interfirm comparison and productivity improvement — generally; associations, committees, institutes, organizations, societies; co-operation and liaison; productivity. *Special Access Note:* Portions of, or all this class of records can now be found in the Market Development Branch or Program Development and Operations Branch of the Department of Regional Industrial Expansion.

Industry Comparisons
Description: This class covers information relating to reports and studies of groups of companies comparing their overall performance with their competitors, and, thereby, enabling them to improve their productivity and competitiveness. *Topics:* Industry comparisons — generally; agriculture, fisheries and food products; chemicals; construction and consulting services; electrical and electronics; grains marketing; machinery; resource industries; textile and consumer products; transportation. *Special Access Note:* Portions of, or all this class of records can now be found in the Program Development and Operations Branch of the Department of Regional Industrial Expansion.

Program for Export Market Development
Description: This class covers information relating to the Branch's activities as it relates to the management and control of the Program for Export market Development. *Topics:* Program for Export Market Development (PEMD) — generally; project files; co-operation and liaison (branches, regional offices); associations, committees, task forces. *Special Access Note:* Portions of, or all this class of records can now be found in the Program Development and Operations Branch of the Department of Regional Industrial Expansion.

Special Programs
Description: This class covers information relating to the Branch's activities as it relates to the management and control of special programs, including the *Small Business Loans Act;* Business Council Program; Credit Reinsurance Program; and Industry, Energy Research and Development Program. *Topics:* Special programs — generally; *Small Business Loans Act;* Business Councils Program; Credit Reinsurance Program. *Special Access Note:* Portions of, or all this class of records can now be found in the Program Development and Operations Branch of the Department of Regional Industrial Expansion.

Policy and Special Services
Description: This class covers information relating to the development of program policies and of management information systems, as well as the implementation of recommended changes to program design, delivery and control systems. *Topics:* Policy and special services — generally; development of program policies; program evaluation implementation; management information systems; forecast of program expenditures. *Special Access Note:* Portions of, or all this class of records can now be found in the Program Development and Operations Branch of the Department of Regional Industrial Expansion.

Program Evaluation Branch

This Branch initiates departmental evaluation activities, advises senior management on program effectiveness, and responds to departmental management needs by providing senior departmental managers and program managers with information that supports the decision-making process and contributes to the management planning and control processes.

Classes of Records

Program Evaluations — Generally
Description: This class covers information relating to program evaluation policies, mandate, objectives and guidelines. It also includes individual program evaluations conducted by the sector branches in which the Program Evaluation Branch acts only in an advisory capacity. *Topics:* Program evaluation — generally; agencies, institutes, societies and other government departments; committees and meetings; Deputy Minister Overview System; Industrial Opportunities Program; other evaluations; program component evaluations. *Special Access Note:* Portions of, or all this class of records can now be found in the Program Evaluation Branch of the Department of Regional Industrial Expansion.

Resource Industries Branch

The Resource Industries Branch initiates, develops and promotes trade and industrial policies and programs pertaining to the Canadian metals, minerals and forest products industries. The Branch implements new approaches and assesses the impact of new policies or initiatives on the resource-based industries, by providing direct assistance to industry, by planning and executing programs directed to the further development of those industries in Canada, and by representing the industry at international conferences and seminars.

Classes of Records

Resource Industries — Generally
Description: This class covers information relating to the Branch's activities and involvement with organizations and associations in the public and private sectors, federal and provincial governments, including statistics and trade agreements for the resource industries that would not be contained in other classes of records. *Topics:* Resource industries — generally; co-operation and liaison; industrial co-operation; organizations and associations; statistics; trade agreements, negotiations and treaties. *Special Access Note:* Portions of, or all this class of records can now be found in the Resource Processing Industries Branch of the Department of Regional Industrial Expansion.

Industrial Development

Description: This class covers information relating to the Branch's activities and involvement as they relate to the development of a government industrial policy on horizontal issues (i.e., competition policy); the development of the Canadian sector of the resource industries; assistance for Canadian firms in the form of grants, loans and contributions. *Topics:* Industrial development — generally; companies; horizontal issues; programs — generally; Defence Industry Productivity Program; energy conserving equipment — class 34; Enterprise Conserving Program; foreign investment — reviews and assessments; Industrial Design Assistance Program; Program for the Advancement of Industrial Technology; Program for Export Market Development; Program to Enhance Productivity; Unsolicited Proposals Program; Regional Economic Program; research and development; Community-Based Industrial Adjustment Program; Industry Energy Research and Development Program. *Special Access Note:* Portions of, or all this class of records can now be found in the Office of Industrial Adjustment Branch or Resource Processing Industries Branch of the Department of Regional Industrial Expansion.

Forest Products
Description: This class covers information relating to the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development, and general economic development of the forest products industry. *Topics:* Forest products — generally; fairs, exhibitions, missions and visits; sector profiles; standards. *Special Access Note:* Item 3 — reports on Word Processing System. Portions of, or all this class of records can now be found in the Resource Processing Industries Branch of the Department of Regional Industrial Expansion.

Metals and Minerals
Description: This class covers information relating to the planning and execution of services designed to promote the establishement, improvement, efficiency, export market development, and general economic development of the metals and minerals industries. *Topics:* Metals and minerals — generally, fairs, exhibitions, missions and visits; sector profiles; standards. *Special Access Note:* Item 3 — reports on Word Processing System. Portions of, or all this class of records can now be found in the Resource Processing Industries Branch of the Department of Regional Industrial Expansion.

Small Business Secretariat

The Secretariat is responsible for the development and assessment of national policies and programs affecting small business. It provides support to the Minister of State for Small Business in carrying out his or her duties, and maintains contact with the provinces and industry groups on small business matters. The Secretariat takes the lead in special assignments relating to small business, which often cover a broad range of interest areas and involve other branches and departments, and prepares recommendations and Cabinet documents resulting from these activities.

Classes of Records

Small Business Secretariat — Generally
Description: This class covers information relating to the Branch's activities and involvement with various associations and organizations from the public and private sectors, as well as co-operation and liaison with federal, provincial and foreign governments which are not included in other classes of records. *Topics:* Small Business Secretariat — generally; acts and legislation; complaints and enquiries; associations, committees, organizations, institutes, societies; briefings; Business Council programs; conferences and meetings; co-operation and liaison; human resources; reports and statistics; studies and surveys; trade agreements, negotiations and treaties. *Special Access Note:* Portions of, or all this class of records can now be found in the Small Business Secretariat Branch of the Department of Regional Industrial Expansion.

Financial Policy
Description: This class covers information relating to the availability of capital and initiatives to improve the financing environment for small business in Canada. *Topics:* Financial policy — generally; capital markets; equity financing; federal programs; foreign programs; sources of Canada; taxation matters; venture capital *Special Access Note:* Portions of, or all this class of records can now be found in the Small Business Secretariat Branch of the Department of Regional Industrial Expansion.

Special Projects
Description: This class covers information relating to special programs and projects to assist small business and federal government procurement policies when dealing with small business. *Topics:* Special projects — generally; Small Business Internship Program; other related programs; procurement; sub-contracting program. *Special Access Note:* Portions of, or all this class of records can now be found in the Small Business Secretariat Branch of the Department of Regional Industrial Expansion.

Advocacy Office
Description: This class covers information relating to complaints, enquiries from small business on government regulations, red tape and paper burden, including information concerning associations. *Topics:* Paper burden and Advocacy Office — generally; federal and provincial departments; Chambers of Commerce; associations; discussion papers; cabinet committee; general literature; conferences; ministers' dockets; public relations speeches; reports and statistics. *Special Access Note:* Portions of, or all this class of records can now be found in the Small Business Secretariat Branch of the Department of Regional Industrial Expansion.

Small Business Financing Review Task Force

The Small Business Financing Review Task force was established to examine the effect of government policies, programs, institutions, regulations and tax measures on small business and the private sector capital markets.

Classes of Records

Operations
Description: This class covers information relating to examinations of government policies, assistance and programs in relation to small business, including studies of small business financing in Canada and foreign countries. *Topics:* Small Business Financing Review — generally; federal assistance; organizations, associations, companies; small business financing in foreign countries; studies and surveys. *Special Access Note:* Portions of, or all this class of records can now be found in the Small Business Secretariat Branch of the Department of Regional Industrial Expansion.

Surface Transportation Branch

This Branch monitors, assesses and assists in the development of government policies on surface transportation, and plans and executes programs and services designed to promote the establishment, improvement, efficiency, export market development and general economic growth of the surface transportation industry.

Classes of Records

Surface Transportation — Generally
Description: This class covers information relating to the Branch's activities and involvement with various associations and organizations from the public and private sectors, including other departmental organizations. It also covers participation in trade fairs and missions, surveys and studies relating to surface transportation that would not be contained in other classes of records. *Topics:* Surface transportation — generally; associations, clubs and societies; committees, task forces, conferences and meetings; companies, corporations, firms; co-operation and liaison; fairs and exhibitions; industrial co-operation; missions and visits; project studies; promotional projects; sector profiles; statistics; tariffs and duty remissions. *Special Access Note:* Portions of, or all this class of records can now be found in the Automotive Marine and Rail Branch of the Department of Regional Industrial Expansion.

Industrial Development
Description: This class covers information relating to departmental grants, loans and contributions programs designed to provide assistance to the surface transportation industry and surface transportation equipment manufacturers. *Topics:* Programs — generally; Defence Industry Productivity (DIP); Enterprise Development Program (EDP); General Adjustment Assistance Program (GAAP); Industrial Design Assistance Program (IDAP); Industrial Energy Research

Development Program (IERD); Industry Modernization for Defence Export Program (IMDE); Program for Export Market Development (PEMD); Make or Buy Program (unsolicited proposals). *Special Access Note:* Portions of, or all this class of records can now be found in the Automotive Marine and Rail Branch of the Department of Regional Industrial Expansion.

Vehicle and Rail System Industries
Description: This class covers information relating to the development of government policies on the vehicle and components industries and the railway industry, as well as the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development and general economic growth of the vehicle system and rail industries. *Topics:* Vehicle and rail system industries — generally; auto parts; markets; motor vehicles; urban transportation; railways. *Special Access Note:* Portions of, or all this class or records can now be found in the Automotive, Marine and Rail Branch of the Department of Regional Industrial Expansion.

Automotive Task Force
Description: This class covers information relating to the Task Force's activities and involvement with organizations and associations in the public and private sectors; analysis of industrial statistics and examination of trade issues and marketing as they relate to the automotive aftermarket industry. *Topics:* Automotive Task Force — generally; associations; automotive industry analysis; committees, conferences, meetings; companies, firms; industrial development; markets; statistics; trade issues. *Special Access Note:* Portions of, or all this class of records can now be found in the Automotive Marine and Rail Branch of the Department of Regional Industrial Expansion.

Technology Branch

This Branch is responsible for matters concerning science and technology in support of industrial trade objectives. It formulates and monitors policies and programs to promote industrial research and development, innovation and the use of advanced technology in Canada. It provides information and advice to management and other federal institutions on these matters. It administers programs to assist universities and non-profit organizations and is the Department's representative in inter-departmental national and international scientific and technological activities.

Classes of Records

Technology — Generally
Description: This class covers information relating to the Branch's activities and involvement with various associations and organizations from the public and private sectors, and with federal, provincial and foreign governments, that would not be contained in other classes of records. *Topics:* Technology — generally; acts and legislation; associations, organizations, institutes, committees and societies; conferences and meetings; co-operation, and liaison; reports and statistics; standards and certification; studies and surveys; trade agreements, negotiations and treaties. *Special Access Note:* Portions of, or all of this class of records can now be found in the Office of Industrial Innovation Branch of the Department of Regional Industrial Expansion.

Programs
Description: This class covers information relating to assistance for research and development, productivity, marketing and innovation in the field of science and technology assistance for international business studies and the provision of management advice. *Topics:* Programs — generally; Centres of Advanced Technology; Centres for International Business Studies; Defence Industry Productivity Program (DIPP); Enterprise Development Program (EDP); Industrial Energy Research Development (IERD); Industrial Innovation Centres — generally; industrial research associations; industrial research institutes; management advisory institutes; Program for the Advancement of Industrial Technology (PAIT); technological innovation studies. *Special Access Note:* Portions of, or all of this class of records can now be found in the Office of Industrial Innovation Branch of the Department of Regional Industrial Expansion.

Technical Information
Description: This class covers information relating to correspondence and literature relating to Canadian industries to provide an information bank for industrial research and development. *Topics:* Technical information — generally; chemicals; electrical and electronics; energy; machinery industries; resource industries. *Special Access Note:* Portions of, or all of this class of records can now be found in the Office of Industrial Innovation Branch of the Department of Regional Industrial Expansion.

Textiles and Consumer Products Branch

This Branch monitors, assesses and assists in the development of government policies on textiles, clothing, leisure products, furniture, cultural industries and footwear; and plans and executes programs and services designed to promote the establishment, improvement, efficiency, export market development and general economic growth of the textiles and consumer products industries.

Classes of Records

Fashion Office
Description: This class covers information relating to activities and involvement of the Fashion Office as they relate to the improvement of the quality and creativity in Canadian fashion products, the building of a prestige image for Canadian fashion and for providing an environment that will encourage Canadian design talent. *Topics:* Administration; fashion — generally; committees; designer development; image development. *Special Access Note:* Portions of, or all of this class of records can now be found in the Office of Industrial Adjustment Branch of the Department of Regional Industrial Expansion.

Textiles and Consumer Products — Generally
Description: This class covers information relating to the Branch's activities and involvement with various associations and organizations from the public and private sectors, including federal and provincial governments, as well as its participation in trade fairs and exhibitions. It also covers standards and statistics relating to the textiles and consumer products industries that would not be contained in other classes of records. *Topics:* Textiles and consumer products — generally; exports and imports; fairs and exhibitions, missions and visits; governments; international organizations; standards; statistics. *Special Access Note:* Portions of, or all of this class of records can now be found in the Office of Industrial Adjustment Branch of the Department of Regional Industrial Expansion.

Clothing Industry
Description: This class covers information relating to the planning and execution of services designed to promote the establishement, improvement, efficiency, export market development and general economic development of the clothing industry. *Topics:* Clothing industry — generally; associations; companies; fairs, exhibitions, missions and visits; industry development; products. *Special Access Note:* Portions of, or all of this class of records can now be found in the Office of Industrial Adjustment Branch of the Department of Regional Industrial Expansion.

Leisure Industries
Description: This class covers information relating to the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development and general

economic development of the leisure products industry. *Topics:* Leisure industries — generally; associations; book programs; companies; fairs and exhibitions; missions and visits; products. *Special Access Note:* Portions of, or all of this class of records can now be found in the Food and Consumer Products Branch of the Department of Regional Industrial Expansion.

Furniture Industry
Description: This class covers information relating to the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development and general economic development of the furniture industry. *Topics:* Furniture industry — generally; fairs and exhibitions; missions and visits; products. *Special Access Note:* Portions of, or all of this class of records can now be found in the Food and Consumer Products Branch of the Department of Regional Industrial Expansion.

Footwear Industry
Description: This class covers information relating to the planning and execution of services and assistance designed to promote the establishment, improvement, efficiency, export market development and general economic development of the footwear industry. *Topics:* Footwear industry — generally; associations; companies; fairs and missions; Footwear and Leather Institute of Canada (FLIC); Footwear and Scholarship Program; Footwear Tanning Industry Adjustment Assistance Benefit Regulations (FTIABR); products. *Special Access Note:* Portions of, or all of this class of records can now be found in the Office of Industrial Adjustment Branch of the Department of Regional Industrial Expansion.

Textile Industry
Description: This class covers information relating to the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development and general economic development of the textile industry. *Topics:* Textile industry — generally; associations; companies; fairs, exhibitions, missions and visits; products. *Special Access Note:* Portions of, or all of this class of records can now be found in the Office of Industrial Adjustment Branch of the Department of Regional Industrial Expansion.

Policy Co-ordination and Analysis
Description: This class covers information relating to policies and special issues which affect economic activity in the textiles and consumer products industries. *Topics:* Policy co-ordination and analysis — generally; acts, legislation, relations, treaties; consultative process; horizontal issues; proposals and strategies. *Special Access Note:* Portions of, or all of this class of records can now be found in the Office of Industrial Adjustment Branch of the Department of Regional Industrial Expansion.

Programs
Description: This class covers information relating to government assistance to the textiles and consumer products industries in the form of grants, loans and contributions. *Topics:* Programs — generally; Enterprise Development Program; Footwear and Tanning Industries Adjustment Program; General Adjustment Assistance Program; Program for the Advancement of Industrial Technology; Program for Export Market Development. *Special Access Note:* Portions of, or all of this class of records can now be found in the Office of Industrial Adjustment Branch of the Department of Regional Industrial Expansion.

Records of the Former Department of Regional Economic Expansion

Analysis and Liaison Branch

This Branch consists of three Divisions: Economic Development Analysis, which undertakes economic and social analysis on an interregional basis; Policy Analysis, which identifies and evaluates broad regional economic development issues; and Program Analysis and Liaison, which monitors initiatives proposed by the regions in terms of their national or inter-regional implications, maintains liaison both within the Department and with other departments to promote policy consistency.

Classes of Records

Liaison and Briefing
Description: This class covers information relating to external and intra-departmental liaising and regular briefings for the Minister and senior management. *Topics:* Other government department programs, reports and critiques; participation in other government departments' committees; external liaison; foreign industrial prospects. *Special Access Note:* Portions of, or all of this class of records can now be found in the Small Business and Special Projects Branch and Policy Sector Branch of the Department of Regional Industrial Expansion.

Departmental Program Analysis
Description: This class covers information relating to analysis of former DREE Programs. *Topics:* Cape Breton initiatives; cost sharing arrangements for general development agreements; industrial adjustments and developments; program evaluation; subsidiary agreement reports; regional disparities; DREE expenditure by electoral district; native programs; regional initiatives. *Special Access Note:* Portions of, or all of this class of records can now be found in the Small Business and Special Projects Branch, Policy Sector Branch and Program Development and Operations Branch of the Department of Regional Industrial Expansion.

Policy and Legislative Follow-up to the Strategic Overview
Description: This class covers information relating to strategic and tactical planning and detailed policy, program and legislative development. *Topics:* Regional constraints; Regional Development Fund; strategic overview; Indian benefits from federal government employment and regional initiatives; community and rural economic development; Business Assistance Program; Local Economic Development Assistance (LEDA); legislation review; Constitution. *Special Access Note:* Portions of, or all of this class of records can now be found in the Policy Sector Branch of the Department of Regional Industrial Expansion.

Tilting Other Government Department Policies
Description: This class covers information relating to substantive briefings on items for the Cabinet Committee on Economic Development and ongoing participation on inter-departmental committees. *Topics:* New fighter procurement; Canadian Patrol Frigate Program; Employment Development Fund; government procurement; Iles de la Madeleine; shipbuilding policy; Industrial Opportunity Program; small business initiatives; petrochemical industry. *Special Access Note:* Portions of, or all this class of records can now be found in the Policy Sector Branch of the Department of Regional Industrial Expansion.

Regional Strategies
Description: This class covers information relating to co-ordinating and participating in the preparation of federal and departmental regional development strategies. *Topics:* Strategic overviews; regional strategies; energy consultation with regions; provincial economic development strategies. *Special Access Note:* Portions of, or all this

class of records can now be found in the Policy Sector Branch of the Department of Regional Industrial Expansion.

Analytic Projects
Description: This class covers information relating to major analytic projects as a backup for policy development and inter-departmental liaising. *Topics:* Tax expenditures, labour market gap analysis; initiatives to promote high technology growth in the regions of Canada; natives; linkages; local development initiatives; cluster analysis; major projects; energy demand analysis. *Special Access Note:* Portions of, or all of this class of records can now be found in the Policy Sector Branch of the Department of Regional Industrial Expansion.

Data Co-ordination
Description: This class covers information relating to maintaining and developing a data base on regional statistics and providing statistical analysis for headquarters, field offices, OGD's and other clients. *Topics:* Real income differential by region, by occupation; Provincial and Regional Data Directory; changes in investment by region; layoff in Ontario communities; employment potential in Ontario; COMDAT 80; bankruptcy statistics; employment and unemployment by province, sex and age groups; migration rate by age and sex; data bank franchise; statistical policy. *Special Access Note:* Portions of, or all of this class of records can now be found in the Policy Sector Branch of the Department of Regional Industrial Expansion.

Industrial Incentives Branch Operational Planning Division

The Division provides guidance on the planning and operation of the Regional Development Incentives Program (RDIP) as well as policy advice on industrial matters concerning other departments, issues operational guidelines for the RDIP and monitors adherence across the country.

Classes of Records

Incentives
Description: This class covers information relating to planning and operation of the Regional Development Incentives Program (RDIP) and policy advice on industrial incentives matters concerning other departments. *Topics:* Policy; operating guidelines; legislative reviews; designated regions; industrial promotion; requests for assistance; Departmental Incentives Data System (DIDS) detailing disposal of individual incentives applications; double depreciation for new products. *Special Access Note:* Computer system (DIDS) arranged by company or individual name, province, location and standards industrial classification. Portions of, or all of this class of records can now be found in the Program Development and Operations Branch and Regional Offices of the Department of Regional Industrial Expansion.

Incentives — Operational Planning
Description: This class covers information relating to development, implementation, monitoring, evaluation and modification of the decentralized incentives program. *Topics:* Research, surveys and studies relating to impact of incentives programs completed, rejected or discontinued projects, equity investment; assessment of industrial policies; program proposals; program monitoring; program evaluation; Special Investment Tax Program. *Special Access Note:* Portions of, or all of this class of records can now be found in the Program Development and Operations Branch and Regional Offices of the Department of Regional Industrial Expansion.

Incentives Evaluation and Loan Guarantees Division

The Division reviews incentive case files, including loan guarantees and is responsible for all recovery actions involving incentives cases which fail to meet statutory requirements or other conditions.

Classes of Records

Incentive Case Files
Description: This class covers information relating to individual applicants for grants and repayable development incentives from the initial application to the final decision. *Topics:* Application forms; letters of offer; letters of acceptance; letters of withdrawal; status reports; audit reports; decisions; correspondence with applicant; other sources of information. *Special Access Note:* Individual case files under the *Regional Development Incentives Act* (RDIA) are created and retained in provincial offices where the application was initiated; individual case files under the old *Area Development Incentives Act* (ADIA) are retained at headquarters. Portions of, or all of this class of records can now be found in the Program Development and Operations Branch and Regional Offices of the Department of Regional Industrial Expansion.

Incentives - Loans Guarantees
Description: This class covers information relating to loans to industries from selected lending institutions, guaranteed by the Department. *Topics:* Policy; provincially sponsored projects; lending institutions; prospective applicants; individual loan guarantee case files, including application forms, status reports and correspondence with applicants; loan guarantees summaries and reports. *Special Access Note:* Individual loan guarantee case files created and retained in headquarters. Portions of, or all of this class of records can now be found in the Program Development and Operations Branch and Regional Offices of the Department of Regional Industrial Expansion.

Incentives — Recovery
Description: This class covers information relating to a collection of debts due to the Crown from contraventions to the *Regional Development Incentives Act* (RDIA) or the *Area Development Incentives Act* (ADIA) and the *Regional Economic Expansion Act*, as well as a collection of repayable incentives. *Topics:* Deletion of debts due to the Crown; statistical reports and summaries of RDIA and ADIA case load of recovery cases. *Special Access Note:* Correspondence regarding individual recovery cases is placed on the incentive case files, which are located in the provincial offices. Portions of, or all of this class of records can now be found in the Program Development and Operations Branch and regional offices of the Department of Regional Industrial Expansion.

Regional Development Incentives Advisory Board
Description: This class covers information relating to recommendations to the Minister concerning directives, guidelines and other instruments used in the administration and assessment of the individual incentives program, the disposition of specific loan guarantee applications and the disposition of specific grant applications. *Topics:* Agenda; minutes of meetings; operating Guidelines and Procedures; Weekly Status Reports. *Special Access Note:* Portions of, or all of this class of records can now be found in the Program Development and Operations Branch of the Department of Regional Industrial Expansion.

Pulp and Paper Modernization Program Advisory Group
Description: This class covers information relating to the review, prior to ministerial approval, of all incentive recommendations of the joint federal-provincial management committee, which administers the implementation of each pulp and paper modernization subsidiary agreement. *Topics:* Agenda; minutes of meetings; operating guidelines and procedures; recommendation reports of management committee; executive summary reports. *Special Access Note:* Portions of, or all of this class of records can now be found in the Program Development and Operations Branch of the Department of Regional Industrial Expansion.

Project Assessment and Evaluation Branch

This Branch conducts commercial, financial, business policy and economic assessments of major regional initiatives. This major project analysis is conducted by project teams comprised of financial, marketing and business strategy specialists from within the Branch and from various private sector organizations, along with economists specializing in the evaluation of the economic impact of major projects. Representative of the work of the Branch are studies on the semi-finished steel facility in Nova Scotia, pulp and paper modernization throughout Canada, development of coal deposits in British Columbia, and a zinc refinery in New Brunswick.

Classes of Records

Project Records
Description: This class covers information relating to ongoing projects of an industrial nature. *Topics:* General correspondence; meetings; proposal stage; evaluation assessment phase; financial analysis; economic analysis and reports relating to projects such as the Manitoba Forest Project, Atlantic Power Project, and the Saskatchewan Steel Assessment Project. *Special Access Note:* Portions of, or all of this class of records can now be found in the Small Business and Special Projects Branch of the Department of Regional Industrial Expansion.

Agricultural and Rural Development Act (ARDA) 3rd Agreement (01/04/70 to 31/03/75)

The *Agricultural and Rural Development Act* researches, formulates, implements and finances programs for the more effective use of lands; for the conservation and development of soil and water resources in rural areas; and for the development of new opportunities for increased income and employment and for improving standards of living for rural people.

Classes of Records

Canada-Newfoundland Rural Development Agreement (01/04/70 to 31/03/75)
Description: This class covers information relating to assisting in the development and more efficient use of rural lands; assisting in the development and conservation of water supplies; improving of soil and helping people with related problems of adjustment. *Topics:* Joint ARDA Committee; agriculture support and farmland improvement; other primary activities and manufacturing; tourism, recreation and wildlife; soil water conservation; other programs; individual project case files under the program. *Speical Access Note:* Portions of, or all of this class of records can now be found in the regional Offices of the Department of Regional Industrial Expansion.

Canada-Nova Scotia Rural Development Agreement (01/04/70 to 31/05/75)
Description: This class covers information relating to the creation of new opportunities for increased income and employment of people; the promotion of more efficient use and development of rural lands; the development and conservation of water supplies; the improvement of soil and assistance for people with problems of adjustment. *Topics:* Joint ARDA Committee; agriculture support and farmland improvement; other primary activities and manufacturing; tourism, recreation and wildlife; soil and water conservation; other programs; individual project case files under the program. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Canada-New Brunswick Rural Development Agreement (01/04/70 to 31/03/75)
Description: This class covers information relating to the creation of new opportunities for increased income and employment of people; the promotion or more efficient use and development of rural lands; the development and conservation of water supplies; the improvement of soil and assistance to people with problems of adjustment. *Topics:* Joint ARDA Committee; agriculture support and farmland improvement; other primary activities and manufacturing; tourism, recreation and wildlife; soil water conservation; other programs; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Canada-Quebec Rural Development Agreement (02/04/70 to 31/05/75)
Description: This class covers information relating to the rationalization of land usage; the conservation and exploitation of water and land resources; the creation of new employment possibilities; better revenue and the improvement of lifestyle for the rural population. *Topics:* Development Committee; Performance Committee; agricultural program; Forestry Program; Toursim Program; Mining Program; industrial infrastructure; technical assistance; individual project case files under the program. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Canada-Ontario Rural Development Agreement (01/04/70 to 31/03/75 and 01/04/75 to 31/03/77)
Description: This class covers information relating to promoting economic development and alleviating conditions of social and economic disadvantages in certain rural areas of the province. *Topics:* Joint ARDA Committee; research; lands use and farm adjustment; rehabilitation; rural development field services; alternative employment and income opportunities; public information services; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Canada-Manitoba Rural Development Agreement (01/04/70 to 31/05/75 and 01/04/75 to 31/03/77)
Description: This class covers information relating to the creation of new opportunities for increased income and employment of people; the promotion of more efficient use and development of rural lands; the development and conservation of water supplies; the improvement of soil and assistance to people with problems of adjustment. *Topics:* Joint ARDA Committee; farm diversification; community affairs; farm water services; Wilson Creek watershed; veterinary clinics; comprehensive soil and water conservation; ground water investigations; grassland sheep management; aquifer recharge research; individual project case files under the program. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Canada-Saskatchewan Rural Development Agreement (01/04/70 to 31/03/75 and 01/04/75 to 31/03/77)
Description: This class covers information relating to the creation of new opportunities for increased income and employment of people; the promotion of more efficient use and development of rural lands; the development and conservation of water supplies; the improvement of soil and assistance to people with problems of adjustment. *Topics:* Joint ARDA Committees; land use; water development; human development; livestock development; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Canada-Alberta Rural Development Agreement (01/04/70 to 31/03/75 and 01/04/75 to 31/03/77)
Description: This class covers information relating to the creation of new opportunities for increased income and employment of people; the promotion of more efficient use and development of rural lands; the development and conservation of water supplies; the improvement of soil and assistance to people with problems of adjustment. *Topics:*

Joint ARDA Committee; private range land improvement; grazing reserves development; forage crop improvement; livestock water supply; veterinary clinics; alternate land use; forest lands improvement; rural information; marketing research; evaluation; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Canada-British Columbia Rural Development Agreement (01/04/70 to 31/03/75 and 01/04/75 to 31/03/77)
Description: This class covers information relating to the creation of new opportunities for increased income and employment of people; the promotion of more efficient use and development of rural lands; the development and conservation of water supplies, the improvement of soil and assistance to people with problems of adjustment. *Topics:* Joint ARDA Committee; research; land use and farm adjustment; rural development services and training; soil and water conservation; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Agricultural and Rural Development Act (ARDA) — Special Agreement

The Special ARDA agreements involve special programs to ensure that rural residents, paricularly those of native ancestry, are able to benefit from rural development programs in terms of increased employment and income, and better living conditions.

Classes of Records

Canada-Manitoba Special Development Agreement (01/04/71/ to 31/03/85)
Description: This class covers information relating to research, formulations, implementation, and financing of programs and projects designed to improve the standard of living and create new opportunities for increased income and employment of people, particularly of Indian ancestry in rural areas. *Topics:* Special ARDA Committee; Remote Rural Communities Program; Area Employment Training Program; Commercial Undertakings Program; administration; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Canada-Saskatchewan Special Development Agreement (01/04/71 to 31/03/82)
Description: This class covers information relating to research, formulations, implementation, and financing of programs and projects designed to improve the standard of living and to create new opportunities for increased income and employment of people, particularly of Indian ancestry in rural areas. *Topics:* Special ARDA Committee; Remote Rural Communities Program; Area Employment Training Program; Primary Producing Activities Program; Commercial Undertakings Program; administration; individual project case files under the programs; social adjustment measures; related infrastructure. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Canada-British Columbia Special Development Agreement (01/04/71 to 31/03/82)
Description: This class covers information relating to research, formulations, implementation, and the financing of programs and projects designed to improve the standard of living and to create new opportunities for increased income and employment of people, particularly of Indian ancestry in rural areas. *Topics:* Special ARDA Committee; Remote Rural Communities Program; Area Employment Training Program; Primary Producing Activities Program; Commercial Undertakings Program; administration; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Canada-Yukon Special Rural Development Agreement (05/06/78 to 31/03/82)
Description: This class covers information relating to research, formulations, implementation, and financing of programs and projects designed to improve the standard of living and to create new opportunities for increased income and employment of people, particularly those of Indian ancestry in rural areas. *Topics:* Special ARDA Committee; Related Infrastructure Program; Social Adjustment Measures Program; Primary Producing Activities Proogram; Commercial Undertakings Program: administration; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Canada-Northwest Territories Special Rural Development Agreement (16/06/77 to 31/03/82)
Description: This class covers information relating to research, formulations, implementation, and financing of programs and projects designed to improve the standard of living and to create new opportunities for increased income and employment of people, particularly of Indian ancestry in rural areas. *Topics:* Special ARDA Committee; Related Infrastructure Program; Social Adjustment Measures Program;: Primary Producing Activities Program; Commercial Undertakings Program; administration; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class or records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Canada-Alberta General Development Agreement

The objective of this agreement is to improve opportunities for productive employment and access to those opportunities, in areas or economic sectors of Alberta which, relative to other areas or sectors in Alberta, require special measures to realize development potential; to promote balanced development among areas of Alberta and to encourage the equitable distribution of the benefits of such development; and to reinforce the priorities of the province in respect to initiatives for its socio-economic development.

Classes of Records

Northern Transportation Subsidiary Agreement (28/08/74 to 31/03/75)
Description: This class covers information relating to improving specified highways and other transportation facilities serving remote communities and areas with high proven resource development potential. *Topics:* Joint committee; highway improvements; bridge construction; right-of-way clearing; airfield improvements; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Northern Alberta Transportation Subsidiary Agreement (21/01/76 to 31/03/76)
Description: This class covers information relating to financial support for improvements to transportation facilities, in support of industrial and socio-economic development and in support of development of an efficient national transportation system. *Topics:* Joint Committee; new construction roads and bridges; carry-over construction roads and bridges; airstrip construction; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Nutritive Processing Assistance Subsidiary Agreement (11/03/75 to 30/06/81)

Description: This class covers information relating to strengthening the economic viability of the small rural community; further processing in Alberta of those nutritive products which have or may achieve a competitive position; and increasing the quality of life and net income available to rural residents. *Topics:* Joint committee; Development Assistance Program; Public Information and Technical Service Programs; Sheep Industry Development Program; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Interim Alberta North Subsidiary Agreement (01/04/7[illegible] to [illegible]03/78)

Description: This class covers information relat[illegible] providing options and opportunitities for the people to contribu[illegible]d participate in the development of the region; initiating soci[illegible] and cultural amenities; community infrastructure improvements and services required, and encouraging the orderly development of Northern Alberta. *Topics:* Joint Committee; life improvement and community services; community economic development; planning and management; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

1976-79 Northern Transportation Subsidiary Agreement (01/04/76 to 31/03/79)

Description: This class covers information relating to providing financing for improvements to specified transportation facilities in support of economic and socio-economic development and in support of development of an efficient national transportation system. *Topics:* Joint Committee; roads and bridges construction; airstrip construction; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Alberta North Subsidiary Agreement (01/04/77 to 31/03/82)

Description: This class covers information relating to providing options and opportunities for the people to contribute to and participate in the development of the region; initiating social and cultural amenities, community infrastructure improvements and services required, and encouraging the orderly development of Northern Alberta. *Topics:* Joint Committee; human development; community services and facilities; community services and facilities — Indian reserves; social adjustment and professional development; community economic development; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Nutritive Processing Assistance Subsidiary Agreement (19/08/81 to 31/03/84)

Description: This class covers information relating to strengthening the economic viability of the small rural community; further processing in Alberta of those nutritive pooducts which have or may achieve a competitive position; and increasing the quality of life and net income available to rural residents. *Topics:* Joint Committee; development assistance; research and development facilities assistance; public information and technical services; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Canada-British Columbia General Development Agreement

The objective of this agreement is to improve opportunities for productive employment, and access to those opportunities in areas or economic sectors of British Columbia which, relative to other areas or sectors of the province, require special measures to realize development potential; to promote balanced development among areas of British Columbia and to encourage the equitable distribution of the benefits of such development.

Classes of Records

Northern Highways Subsidiary Agreement (28/08/74 to 31/03/75)

Description: This class covers information relating to improving specified highways serving remote communities, and areas with high proven resource development potential. *Topics:* Joint Committee; highway construction; highway project; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Fort Nelson Subsidiary Agreement (23/09/75 to 31/03/78)

Description: This class covers information relating to the provision of assistance to help alleviate the economic and social problems being experienced by the community of Fort Nelson. *Topics:* Implementation Committee; water system improvements; sewage system improvements; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class or records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Northern Highways Subsidiary Agreement (12/02/76 to 31/03/76)

Description: This class covers information relating to providing improved road or highway access to areas with resource development potential and improving the efficiency of the transportation system in northern British Columbia. *Topics:* Joint Committee; Prince George to Fort St. John; Kitwanga to Watson Lake; Terrace to Prince Rupert; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Northeast Coal and Related Developments Subsidiary Agreement (28/01/77 to 31/03/77 and 01/04/77 to 31/03/80)

Description: This class covers information relating to the identification and evaluation of the economics of coal resources, the transportation options, the requirement for environmental protection, the financial implications, the labour force and training needs and the development in other sectors. *Topics:* Management Committee; coal resources; transportation; environmental studies; townsite/community development; manpower/human resources; economic and financial analyses; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Northern Highways Subsidiary Agreement (01/04/76 to 31/03/79)

Description: This class covers information relating to providing improved road or highway access to areas with resource development potential. *Topics:* Joint Committee; highway construction; bridge construction; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Industrial Development Subsidiary Agreement (08/07/77 to 31/03/82)
Description: This class covers information relating to encouraging greater sectoral and spatial diversification of economic activity in the province of British Columbia. *Topics:* Industrial Development Committee; research; community industrial development; industrial assistance; public information; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Agricultural and Rural Development Subsidiary Agreement (01/08/77 to 31/07/82)
Description: This class covers information relating to the identification and exploitation of projects related to agriculture and rural development; the expansion of employment in existing aspects of the agriculture and food-processing industry, and improving the ability of the existing industries to sustain growth. *Topics:* Management Committee; research, planning, training and market promotion; co-ordinated resource management; primary-resource development; support services and community development; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Travel Industry Subsidiary Agreement (17/10/78 to 17/10/83)
Description: This class covers information relating to the planification for utilization of unexploited and new initiatives; the creation of employment opportunities; contribution to the growth and development of the travel industry; generating, encouraging and increasing travel and vacation time within British Columbia and development of a long-term travel industry strategy. *Topics:* Management Committee; travel industry studies and planning; travel industry organization; travel industry upgrade; travel generators; skiing and related facilities; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Intensive Forest Management Subsidiary Agreement (17/05/79 to 31/03/84)
Description: This class covers information relating to ensuring the long-term viability of the forest sector; strengthening the job-creating potential of the forest resource; increasing the wood yield from provincial forests and ensuring that the annual rate of harvest of this renewable resource is sustained and increased. *Topics:* Management Committee; reforestation; juvenile spacing; fertilization; forest protection; implementation contracts; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Ridley Island Road Access Subsidiary Agreement (26/11/80 to 31/03/82)
Description: This class covers information relating to providing industrial road access to the planned bulk commodity port facility on Ridley Island and facilitating economic development. *Topics:* Management Committee; access road and railway overpass construction; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Canada-Manitoba General Development Agreement

The objective of this agreement is to increase income and employment opportunities throughout Manitoba, thereby increasing opportunities for people to live in the area of their choice with improved standards of living; and to encourage socio-economic development in the northern portion of Manitoba, to provide the people of the area with real options and opportunities to contribute to and participate in economic development, to continue their own way of life with enhanced pride and purpose and to participate in the orderly utilization of natural resources.

Classes of Records

Interim Northlands Subsidiary Agreement (05/06/74 to 31/03/76)
Description: This class covers information relating to the formulation and negotiation of a long-term development strategy and the undertaking of certain programs and projects. *Topics:* Liaison Committee; human development and community services; resources and community economic development; transportation and implementation; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Planning Subsidiary Agreement (11/03/75 to 31/03/77)
Description: This class covers information relating to the studies for the identification and analysis of economic and socio-economic development opportunities in Manitoba, and such planning as is required to develop strategies, programs and subsidiary agreements. *Topics:* Management Committee; fiscal year; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Mineral Exploration and Development Subsidiary Agreement (10/04/75 to 31/03/75)
Description: This class covers information relating to effective management and assistance in maintaining an acceptable level of exploration activity in Manitoba. *Topics:* Management Committee; base metal exploration; uranium reconnaissance exploration; regional survey and evaluation; industrial minerals evaluation; Pigmatitie mineral exploration; mineral development analysis; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Manitoba Northlands Subsidiary Agreement (01/04/76 to 31/03/81)
Description: This class covers information relating to the contribution and participation by the area people to the development of northern Manitoba; the continuation of their own way of life; and the encouragement to the orderly utilization of the natural resources in harmony with resource conservation. *Topics:* Resource and community economic development; human development and community services; transportation and communication; co-ordination and pilot action research; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Industrial Development Subsidiary Agreement (01/04/75 to 31/03/83)
Description: This class covers information relating to encouraging industrial activities; developing industries in which Manitoba has advantages; and supporting high-wage industries which provide stable long-term employment. *Topics:* Management Committee; industrial process; industrial assistance; industrial infrastructure; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Tourism Development Subsidiary Agreement (01/04/79 to 31/03/83)
Description: This class covers information relating to strengthening and enhancing tourist destination areas and improving the productivity of the industry. *Topics:* Management Committee; destination areas; productivity measures; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of

records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Value-Added Crops Production Subsidiary Agreement (01/04/79 to 31/03/84)

Description: This class covers information relating to expanding economic production of value-added crops; improving the efficiency of the red-meat industry; and expanding commercial services and processing of agricultural products. *Topics:* Implementation Committee; investigations and evaluation; special crop products; livestock products; related productivity measures; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Water Development for Regional Economic Expansion and Drought Proofing Subsidiary Agreement (30/05/79 to 31/03/84)

Description: This class covers information relating to improving the potential for economic and socio-economic development in Manitoba by alleviating the constraints imposed on economic performance by recurrent water shortages and droughts. *Topics:* Management Group; drought proofing studies; water management investigations; water supply investigations; multiple-purpose water supply projects; sub-regional projects; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Winnipeg Core Area Subsidiary Agreement (04/09/81 to 31/03/86)

Description: This class covers information related to providing employment opportunities; encouraging industrial, commercial and residential development; revitalizing the environment of the core area; and facilitating participation of Winnipeg core area residents in development opportunities. *Topics:* Policy Committee; Management Board; employment and affirmative action; housing; community improvement areas; community facilities; community services; Logan industrial development; north of Portage redevelopment; CN East Yard; historic project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Canada-Manitoba — Miscellaneous Programs and Agreements

These programs or agreements are aimed at resolving specific problems of a limited nature or in specifically defined areas of the country.

Classes of Records

Gimli Agreement (01/09/71 to 30/11/73)

Description: This class covers information relating to assistance by the government of Canada to the government of the Province of Manitoba for the development of the former Canadian Forces Base, Gimli, into an industrial park and the development of a major recreational complex in the Gimli area. *Topics:* Liaison Committee; marina complex; fishing village; trailer park; town enhancement cultural-historical attraction; lake front development; complementary facilities; project direction; Minerva Hall; park pavilion and storage; yacht club; picnic tables; library and interpretive centre; museum property; sign and advertising; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Canada-New Brunswick General Development Agreement

The primary objective of this agreement is to reduce the gap in earned income per capita between that province and Canada as a whole. A further objective is that per capita incomes should be raised while minimizing net migration from the province. To meet these objectives, the development strategy is aimed at achieving a faster rate of growth in provincial output by raising productivity, increasing the number of viable employment opportunities, and encouraging the development of a skilled and versatile labour force.

Classes of Records

Highways — 1974-75 Subsidiary Agreement (24/06/74 to 31/03/75)

Description: This class covers information relating to a program to finance the construction of highway projects. *Topics:* Management Committee; Campbellton — Dalhousie bypass; Bathurst bypass to Belledune; Shediac north — Route 11; Sheiac to Moncton; Caraquet-Chatham Bridge and other segments of new highways; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Forestry Subsidiary Agreement (15/10/74 to 31/03/82)

Description: This class covers information relating to the mounting of a comprehensive, province-wide development program that would increase production of high-quality timber and expand the wood-processing industry. *Topics:* Management committee; forest management; resource utilization; manpower development; administration; pilot project; resource development and accelerated enployment; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

King's Landing Historical Settlement Subsidiary Agreement (17/02/75 to 31/03/77)

Description: This class covers information relating to a program to finance the completion of King's Landing Historical Settlement in order to assist the province in attaining maximum economic and socio-economic benefits from the tourism sector. *Topics:* Management Committee; completion of Historical Settlement; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Industrial Development Subsidiary Agreement (17/02/75 to 31/03/80)

Description: This class covers information relating to joint praticipation in measures designed to expand, diversify and strengthen the manufacturing and processing activity in the province. *Topics:* Management Committee; planning of industrial development; regional industrial development; assistance to manufacturing industry; provision of industrial infrastructure; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Saint John and Moncton Arterial Highways Subsidiary Agreement (17/02/75 to 31/03/81)

Description: This class covers information relating to the completion of work begun under earlier Special Areas Agreements on arterial roads required to improve the transportation of goods and people within Saint John and Moncton. *Topics:* Management Committee; Saint John Throughway; Wheeler Boulevard and Shediac Highway; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Department of Regional Industrial Expansion

Kent Region Pilot Project Subsidiary Agreement (17/02/75 to 31/03/81)
Description: This class covers information relating to a pilot project which would assist residents of the Kent Region in developing and implementing projects in fisheries, forestry, agriculture, resource based manufacturing, tourism and recreation in order to improve income and employment opportunities in the region. *Topics:* Management Committee; resource development and technical support; infrastructure; program administration; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Agricultural Development Subsidiary Agreement (17/02/75/ to 31/03/78)
Description: This class covers information relating to joint participation in initiatives directed towards the attainment of maximum economic and socio- economic benefits from the agriculture resources of the provinces. *Topics:* Management Committee; planning and development; development opportunities; entrepreneurial development; Implementation Support Program; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Miramichi Channel Study Subsidiary Agreement (17/02/75 to 31/03/75)
Description: This class covers information relating to the support of studies directed towards the determination of costs related to known benefits to be derived from the establishment and maintenance of a 26-foot navigation channel in the Miramichi River from Newcastle to the Gulf of St. Lawrence. *Topics:* Management Committee; Miramichi Channel Field Surveys; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Planning Subsidiary Agreement (01/04/75 to 31/03/82)
Description: This class covers information relating to the provision of funds to acquire external staff and services to undertake studies and carry out the activities required to identify and analyze economic and socio-economic development needs and opportuinties and to develop and implement strategies, programs and subsidiary agreements. *Topics:* Management Committee; general development planning; research and studies; planning of physical development; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Highways — 1975-76 Subsidiary Agreement (16/12/75 to 31/03/76)
Description: This class covers information relating to a program to finance the construction of highway projects. *Topics:* Management Committee; Moncton to Campbellton — Routee 11; Plaster Rock — Renous Highway — Rout 109; St.Léonard to St. Quentin — Route 17; Newcastle to Bathurst — Route 8; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Tourism Development Subsidiary Agreement (16/02/75 to 31/03/80)
Description: This class covers information relating to programs designed to encourage development of the New Brunswick tourism sector in order to accelerate and realize the maximum net economic benefit to provincial residents through incresed output and improved productivity in the sector. *Topics:* Management Committee; Essential Resource Services Program; Infrastructure Program; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Ofices of the Department of Regional Industrial Expansion.

Highways — 1976-77 Subsidiary Agreement (24/06/76 to 31/03/77)
Description: This class covers information relating to a program to finance to completion the construction of highway projects begun under previous highways subsidiary agreements and to finance the construction of additional highway projects. *Topics:* Management Committee; Campbellton-Dalhousie Bypass (Route 11); Belledune to Bathurst (Route 11); Chatham to Bathurst (Route 8); Rexton to Moncton (Route 11); Bathurst to Chatham (Coastal Route 11); St. Léonard to St. Quentin — (Route 17); Plaster Rock — Renous Highway (Route 109); individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Minerals and Fuels Development Subsidiary Agreement (24/06/76 to 31/03/82)
Description: This class covers information relating to the measures directed towards the attainment of maximum economic and socio-economic net benefits from the mineral resources of New Brunswick, while ensuring the maintenance of a high level of environmental quality. *Topics:* Management Committee; opportunities identification; opportunity development; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Highways — 1977-81 Subsidiary Agreement (01/04/77 to 31/03/81)
Description: This class covers information relating to community and area development through the provision of financial assistance for highway construction and the encouragement of development in the resource-based industry, secondary manufacturing and service industries. *Topics:* Management Committee; Campbellton-Dalhousie Bypass (Route 11); Belledune to Bathurst (Route 11); Chatham to Margarets (Route 11); Rexton to Shediac (Route 11); Coastal Route 11; Central Peninsula Access Roads (Route 360); carry-over projects; other northeast access roads (Routes 8 and 17); planning provision; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Northeast New Brunswick Subsidiary Agreement (23/06/77 to 31/03/82)
Description: This class covers information relating to increased application of programs which improve the utilization of human and physical resources and accelerate development. The programs are aimed at the creation of employment, earned income and economic activity. *Topics:* Management Committee; Industrial Development Program; Urban-Industrial Infrastructure Program; Resource Development Program; Human Resource Development Program; Special Housing Program; Management and Implementation Program; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Development of Agriculture Resources Subsidiary Agreement (22/03/78 to 31/03/83)
Description: This class covers information relating to the contribution of agriculture and related sectors, to provincial output, earned income and employment. *Topics:* Management Committee; human resource development; marketing and industry development; agricultural facilities; agricultural resource development; technology transfer implementation, evaluation and public information; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Developing Regions Subsidiary Agreement (17/05/79 to 31/03/83)
Description: This class covers information relating to the acceleration of economic and socio-economic development through the application of federal-provincial programs which will improve the utilization of respective region's resources. *Topics:* Management Committee; resources and industrial development; municipal development; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Pulp and Paper Subsidiary Agreement (27/08/80 to 31/03/84)
Description: This class covers information relating to improving the viability and efficiency of the pulp and paper industry in New Brunswick. *Topics:* Management Committee; Pulp and Paper Modernization Program; Public Information and Evaluation Program; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Saint John Market Square Development Subsidiary Agreement (14/10/08 to 31/03/83)
Description: This class covers information relating to the revitalization of the downtown core area to the city of Saint John; the inducing of private enterpreneurs to make substantial new capital investments; and the increase in employment opportunities in the city of Saint John. *Topics:* Management Committee; Market Square Development; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Forestry Development Subsidiary Agreement (13/03/81 to 31/03/84)
Description: This class covers information relating to increasing the substainable supply of time in the most economical efficient manner possible and increasing provincial income by developing identified income generating opportunities. *Topics:* Management Committee; Silviculture Treatment Program; Forest Management; Planning and Development Program; Private Woodlot Management Program; Harvesting and Transportation Program; Evaluation and Public Information Program; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Canada-Newfoundland General Development Agreement

The objective of this agreement is to increase the number and quality of long-term employment opportunities in Newfoundland and to improve access to those opportunities, while permitting people to enjoy improved living standards.

Classes of Records

Highways — 1974-75 Subsidiary Agreement (28/05/74 to 31/03/75)
Description: This class covers information relating to the highway investments required to improve the economic and socio-economic development of Newfoundland. *Topics:* Management Committee; Burgeo Road; St. Lawrence to Lawn; Bay d'Espoir Highway; Northern Peninsula Highway; La Scie Road; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Fisheries Marine Services Centre Program Subsidiary Agreement (15/10/74 to 31/03/78)
Description: This class covers information relating to the more extensive and effective use of multi-purpose boat technology. *Topics:* Management committee; Marine Service Centre at Durrell; Marine Service Centre at Wesleyville; Marine Service Centre at Harbour Grace; Marine Service Centre at Bonavista; Marine Service Centre at Old Perlican; Isle aux Morts Project; Port Union Project; La Scie Project; Fogo Island Project; Southern Harbour, Placentia Bay; Englee Project; Mobile Barge Facility; L'Anse au Diable Project; Flowers Cove Project; Burgeo Project; St. Mary's Bay Project; Hermitage-Fortune Bay West Project; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Special Fish Plant Water System Subsidiary Agreement (23/05/75 to 31/03/78)
Description: This class covers information relating to help given to ensure quality maintenance of fish products, and to improve fish plant processing capacity. *Topics:* Management Committee: water supply to fish plants: Port aux Basques, Burnt Islands, Hermitage, Southern Harbour, St. Brides, Admiral's Beach, Valleyfield, Bay Bulls, New Harbour; water supply to cannery and fish processing facilities — Little Bay Islands; water supply to canneries — Newstead/Comfort Cove; water supplies to fish handling facilities at various locations; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Ocean Research and Development Subsidiary Agreement (23/05/75 to 31/03/80)
Description: This class covers information relating to simulating the development of marine technology, to fostering the establishment of marine ice related industries, and to ensuring that the business community becomes involved in marine resource development. *Topics:* Management Committee; NORDCO Limited; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Highways 1975-76 Subsidiary Agreement (28/05/75 to 31/03/76)
Description: This class covers information relating to providing access to identified and potential resource development opportunities and reducing constraints on the realization of socio-economic development opportunities by improvements to the transportation system. *Topics:* Management Committee; Burgeo Road; Bonavista North Loop Road; Northern Peninsula Highway; Bay d'Espoir Highway; Baie Verte — La Scie; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

St. John's Urban Region Subsidiary Agreement (23/07/75 to 31/03/80)
Description: This class covers information relating to investments in the St. John's urban region to remove two major constraints to development, and thereby permit growth of the urban region. *Topics:* Management Committee; St. John's Urban Region Water Supply; St. John's Harbour Arterial; evaluation; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Forestry Subsidiary Agreement (11/06/79 to 31/03/83)
Description: This class covers information relating to opportunities for expanding and diversifying Newfoundland's forest industries through the undertaking of labour-intensive forestry activities which will improve resource management. *Topics:* Management Committee; acquisition of forest land; forest management; harvesting and utilization — research and development; access road construction; intensive forest inventories; protection of forest resource; forest improvement; administration of the forest resource; site rehabilitation; stand improvement; cable logging (training); company projects; evaluation; individual project case files under the programs. *Special Access*

Note: Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Gros Morne Park Area Development Subsidiary Agreement (28/05/74 to /03/81)
Description: This class covers information relating to the creation of new employment and income opportunities in the area through the development of the potential of the park and the insurance that local residents are able to take advantage of these opportunities. *Topics:* Management Committee; Planning Studies and Development Programs; community infrastructure; road construction; technical supervision and related expenses; evaluation/impact studies; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Highways 1976-81 Subsidiary Agreement (22/05/76 to 31/03/81)
Description: This class covers information relating to the provision of access to identified and potential resource development opportunities and the reduction of constraints on the realization of socio-economic development opportunities by improvements to the elements of the transportation system. *Topics:* Management Committee; Burgeo Raod; Bonavista North Loop Road; Bay d'Espoir Highway; Baie Verte — La Scie Road; Northern Peninsula Highway; Harbour Breton Highway; program evaluation; Baie Verte Area Roads; individual proje . case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Deparatment of Regional Industrial Expansion

Planning Subsidiary Agreement (22/06/76 to 31/03/82)
Description: This class covers information relating to federal financial contributions to assist Newfoundland in obtaining external prefessional resources and provincial staff to enable both governements to plan and implement more effectively joint development initiatives. *Topics:* Management Committee; external staff and services; provincial staff; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Inshore Fisheries Development Subsidiary Agreement (22/06/76 to 31/03/81)
Description: This class covers information relating to the assistance to the municipality of Happy Valley — Goose Bay to maintain its socio-economic viability following the substantial reduction of U.S. Military operations at Goose Bay Airport. *Topics:* Management Committee; Wabush Industrial Park; North West River Bridge; Happy Valley — Goose Bay Economic Development Corporation; student dormitory at Happy Valley Vocational School; auxiliary sewage collection system and out fall facility; street improvement in the town of Happy Valley; Town of Happy Valley Neighbourhood Improvement Program; program evaluation; capital projects; investigation; public information; project management; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Labrador Interim Subsidiary Agreement (03/12/75 to 31/03/81)
Description: This class covers information relating to the assistance to the municipality of Happy Valley — Goose Bay to maintain its socio-economic viability following the substantial reduction of U.S. Military operations at Goose Bay Airport. *Topics:* Management Committee; Wabush Industrial Park; North West River Bridge; Happy Valley-Goose Bay Economic Development Corporation; student dormitory at Happy Valley Vocational School; auxiliary sewage collection system and out fall facility; street improvement in the town of Happy Valley; Town of Happy Valley Neighbourhood Improvement Program; program evaluation; capital projects; investigation; public information; project management; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Mineral Development Subsidiary Agreement (17/12/76 to 31/12/81)
Description: This class covers information relating to the development of Newfoundland's mineral resources by upgrading geoscientific data, by providing a comprehensive inventory of known deposits, and by developing policies for mineral resource management. *Topics:* Management Committee; regional mineral potential evaluation; mineral development strategies; mineral resource management; program evaluation; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Tourism Development Subsidiary Agreement (22/02/78 to 31/03/81)
Description: This class covers information relating to promoting the expansion and development of the tourism industry and increasing the net benefits from tourism by extending the length of the tourist season, increasing tourism-related employment and increasing tourism spending. *Topics:* Management Committee; marketing; attractions; package tourism development; Tourist Service Program; accommodation; planning, co-ordination and evaluation; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Agriculture Development Subsidiary Agreement (14/07/78 to 31/03/83)
Description: This class covers information relating to supporting the growth of a viable agriculture industry through increased production, improvements in management and technical capabilities of farmers; improved marketing systems, effective land development and modern agricultural support services. *Topics:* Management Committee; farm development; development opportunities; blueberry industry development; marketing; land-use planning; land development; agricultural facilities; planning, co-ordination and evaluation; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Rural Development Subsidiary Agreement (14/07/78 to 31/03/81)
Description: This class covers information relating to the strengthening and rentalizing of the rural sector of the province. *Topics:* Management Committee; community development; rural incentives; crafts industry development; program evaluations and information; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Industrial Development Subsidiary Agreement (11/06/79 to 31/03/84)
Description: This class covers information relating to the development of employment opportunities; the development, expansion and increased efficiency of indigenous enterprises; the acceleration of the industrial development process in the province; the affecting of community infrastructure costs associated with the development of industrial and commercial enterprises. *Topics:* Management Committee; Country Road Industrial Park; Country Road Industrial Park Access Road; Stephenville Industrial Access Road; program evaluation; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Stephenville Mill Conversion and Reactivation Subsidiary Agreement (11/06/79 to 31/03/81)
Description: This class covers information relating to the participation in the conversion and reactivation of the former Labrador Linerboard Limited manufacturing facility to facilitate socio-economic development and to improve the standard of living in the Stephenville area. *Topics:* Management Committee; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Forestry 1981-86 Subsidiary Agreement
Description: This class covers information relating to maintaining and increasing the contribution of the forestry sector to the provincial and national economies and promoting the increased utilization of the forest resources. *Topics:* Management Committee; silviculture; forestry access roads; forest protection; forest resource inventory and planning; forest industries development; evaluation; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Pulp and Paper Mill Modernization Subsidiary Agreement (01/06/81 to 31/03/85)
Description: This class covers information relating to improving the viability, efficiency and competitiveness of the Newfoundland pulp and paper industry. *Topics:* Management Committee; evaluation; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Coastal Labrador Subsidiary Agreement (29/05/81 to 31/03/87)
Description: This class covers information relating to improving the quality of life in coastal communities; increasing access to employment and enabling residents to participate in, and benefit from, the long term development of the region. *Topics:* Management Committee; transportation services; community infrastructure; human resource development; investigation, evaluation and information; individual project case files under the program. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Canada-Nova Scotia General Development Agreement

The objectives of this agreement are to encourage the expansion of viable, long-term employment opportunities, to promote optimum quality of life within Nova Scotia and increased earned incomes for its people; and to assist in the development of a dynamic and creative provincial economy which will encourage the growth and stability of economic activity in the province.

Classes of Records

Mineral Development Subsidiary Agreement (17/02/75 to 31/03/80)
Description: This class covers information relating to a program of mineral development planning, evaluation and surveying. *Topics:* Management Committee; resource development planning; mineral resource inventory; mineral evaluation survey; geological-geochemical survey; laboratory services; program management and administration; coal resource inventory and evaluation; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Interim Cape Breton County Development Subsidiary Agreement (07/01/77 to 31/03/78)
Description: This class covers information relating to planning and promoting the accelerated economic and socio-economic development of industrial Cape Breton. *Topics:* Management Committee; New Point Aconi Road; roads — Highway 4; roads — Sydney Mines; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Sydney Steel Corporation Assistance Program Subsidiary Agreement (23/12/77 to 31/03/79)
Descripton: This class covers information relating to the capital works program for SYSCO to maintain employment levels, and for conducting a business planning and studies program to examine SYSCO, the steel industry and employment opportunities in Cape Breton. *Topics:* Management Committee; capital works; business and planning studies; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Metropolitan Halifax — Dartmouth Area Development (31/03/75 to 31/03/82)
Description: This class covers information relating to ensuring desirable development of downtown areas of the two cities, continued development of the harbour resource and increased industrial development. *Topics:* Management Committee; Halifax — Dartmouth Waterfront Development; The Gateway: The Port; industrial development; project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Strait of Canso Area Development Subsidiary Agreement (31/03/75 to 31/03/82)
Description: This class covers information relating to stimulating the development of a mojor industrial concentration at the Strait of Canso. *Topics:* Management Committee; Strait of Canso Industrial Development Authority; integrated regional planning; community and industrial infrastructure; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices for the Department of Regional Industrial Expansion.

Agriculture Development Subsidiary Agreement (22/06/76 to 31/03/81)
Description: This class covers information relating to improving the viability and stability of the agriculture industry; maintaining existing and creating new employment opportunities; and expanding the output and productivity and underexploited components of the agriculture industry. *Topics:* Management Committee; land development; high-energy and protein feed; livestock development; horticulture; special development; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Industrial Development Subsidiary Agreement (22/06/76 to 31/03/81)
Description: This class covers information relating to supporting the development of new employment opportunities; encouraging the development, expansion and efficiency of indigenous enterprises and increasing the variety of employment opportunities available. *Topics:* Management Committee; opportunity, identification, analysis and promotion; industrial parks and related infrastructure; industrial infrastructure; public information and evaluations; SYSCO capital repair; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Planning Subsidiary Agreement (22/06/76 to 31/03/82)
Description: This class covers information relating to undertaking studies and conducting planning to identify and analyze economic and socio-economic opportunities, and developing strategies, programs and subsidiary agreements pursuant to those opportunities. *Topics:* Management Committee; physical and resource planning; research and studies to investigate development; opportunities; general development planning; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Forestry Subsidiary Agreement (28/06/77 to 31/03/82)
Description: This class covers information relating to maintaining the existing employment, based mainly on the softwood species, and increasing employment opportunities and incomes in timber harvesting based on hardwood species. *Topics:* Management Committee; forest management; forest industry development; support services; education, public information and evaluation; wood salvage-storage and ancillary forest management; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Tourism Development Subsidiary Agreement (28/06/77 to 31/03/82)
Description: This class covers information relating to creating employment opportunities and increasing incomes by further developing the tourism industry in Nova Scotia. *Topics:* Management Committee; tourism development — general; tourism development — destination areas; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Energy Conservation Subsidiary Agreement (04/07/78 to 31/03/83)
Description: This class covers information relating to minimizing employment and income bases resulting from increases in energy prices; creating employment and income opportunities; developing plans and programs for the Nova Scotia energy system; enhancing employment opportunities and stimulating the development of a new development industry. *Topics:* Management Committee; energy system planning; energy opportunities; load management; industrial retrofitting; co-generation and new soft technology; pilot projects; testing service; public information; evaluation; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Halifax Panamax Dry Dock Subsidiary Agreement (01/04/80 to 31/03/85)
Description: This class covers information relating to providing to the port of Halifax, key marine infrastructure; maintaining and supporting the development of new employment opportunities in the shipbuilding and ship repair sector of the provincial economy; and increasing the ability of the port of Halifax to attract new marine services. *Topics:* Management Committee; construction of Panamax Dry Dock; dock mooring and servicing facilities; ancillary equipment for ship repair and metal fabrication; evaluation; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Assistance to Michelin Tires (Canada) Ltd. Subsidiary Agreement (07/06/80 to 31/03/88)
Description: This class covers information relating to enabling the company to employ the equivalent of an additional 1,850 persons; inducing the company to make new capital investment of approximately $400 million. *Topics:* Management Committee; expansion and establishment of Michelin facilities; evaluation; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Pulp and Paper Modernization Subsidiary Agreement (23/05/81 to 31/03/84)
Description: This class covers information relating to improving the viability and efficiency of the pulp and paper industry in Nova Scotia and encouraging the adoption of improved environmental protection measures by the industry. *Topics:* Management Committee; evaluation; individual case files on incentives to corporations. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Modernization of Facilities at the Sydney Steel Corporation (01/04/81 to 31/03/84)
Description: This class covers information relating to securing basic operations, reducing operating costs and improving productivity at Sydney, Nova Scotia. *Topics:* Management Committee; evaluation; coke ovens; blast furnaces; open hearths; rolling mills; environment controls; services; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Ocean Industry Development Subsidiary Agreement (24/07/81 to 24/07/86)
Description: This class covers information relating to encouraging the growth of medium to high technology ocean manfacturing and services industries; and providing support for applied research and technology transfer. *Topics:* Liaison Committee; sub-committees; federal program; provincial program; evaluation; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Canada-Northwest Territories General Development Agreement

The objective of this agreement is to develop a comprehensive and coordinated strategy for socio-economic expansion and diversification in the Northwest Territories, with emphasis on activities which will make ongoing contributions to residents of the Northwest Territories; to provide the opportunity for people of the Northwest Territories to assume an active role in the identification of development projects, so that a balance is achieved between wage-employment activities and those that support the traditional native economy; to establish a systematic approach towards providing people of Indian and Inuit ancestry with the opportunity to choose between a life based on traditional pursuits or on the wage economy, or a combination of the two; to provide necessary support for related social programs and physical development.

Classes of Records

Interim Community Economic Development Subsidiary Agreement (14/04/79 to 31/03/81)
Description: This class covers information relating to assisting individuals and communities to participate in community affairs and development opportunities and assisting in the assessment, planning and development of resource-based and other opportunities for economic development of resource-based and other opportunities for economic development. *Topics:* Management Committee; tourism; renewable resources; job rotations; community-based planning; economic development planning; economic development strategy; administration and review; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can

now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Canada-Ontario General Development Agreement

The function of this agreement is (a) to improve opportunities for productive employment and access to those opportunities, and to sustain existing employment opportunities in thos areas and sectors of Ontario which, relative to other areas and sectors of the province, are in need of special measures in order to realize their development potential; (b) to encourage socio-economic development in those areas of the province requiring special initiatives to permit the residents to contribute to and participate in the benefits of economic development; and (c) to reinforce policies and priorities of the province for regional development within Ontario insofar as they pertain to the areas and sectors of the province identified in objective (a).

Classes of Records

Cornwall Area Subsidiary Agreement (26/02/74 to 31/03/77)
Description: This class covers information relating to the creation of a long-term expansion in employment and income opportunities in the Cornwall area and improving the rate of the area's growth. *Topics:* Management Committee; Eastern Industrial Park; canal lands development; West End Single Industry Site; tourist and recreation area; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Northwestern Ontario Subsidiary Agreement (23/05/74 to 31/03/79)
Description: This class covers information relating to increasing the number and range of viable employment opportunities available in Northwestern Ontario. *Topics:* Management Committee; community infrastructure; Road Construction Program; Study Program; Kenora Area Infrastructure; individual project case files under the Programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Dryden Development Infrastructure Subsidiary Agreement (24/03/75 to 31/03/77)
Description: This class covers information relating to the improvement in community services required to enable the town of Dryden to support new population growth and to perform its role as a focal point and service centre for economic development in the Patricia Region. *Topics:* Management Committee; water system improvements; sewage system improvements; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Interim Northlands Subsidiary Agreement (07/07/75 to 31/08/77)
Description: This class covers information relating to reinforcing social and economic elements supportive of economic activity and contributing directly to an improvement in the quality of life in all of Northern Ontario. *Topics:* Management Committee; life skills; teaching homemaker skills; recreation area; Identification of Manpower Adjustment Study; evaluation; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Northeastern Ontario Subsidiary Agreement (25/03/76 to 31/03/82)
Description: This class covers information relating to projects directed towards reinforcing the policies and priorities of the province and provision of financial assistance for approved projects aimed at alleviating constraints to the economic and social development of key population centres. *Topics:* Management Committee; Sudbury Area; Parry Sound Area; Timmins Area; North Bay Area; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Single-Industry Resources Communities Subsidiary Agreement (18/10/76 to 31/03/81)
Description: This class covers information relating to broadening the economic base of communities; creating alternative employment opportunities; improving the living environment; strengthening the urban structure and encouraging and sustaining long-term resource developments. *Topics:* Management Committee; Kimberly-Clark Area; White River; Hornespayne Town Centre; Long Lake No. 77 Community Infrastructure; individual project case files under the programs. *Special Access Note:* Portions of, or all or this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Community and Rural Resource Development Subsidiary Agreement (07/12/77 to 31/03/83)
Description: This class covers information relating to strengthening the community structure of rural areas; improving the opportunities for long-term employment; and strengthening and diversifying the economic base of the rural areas by encouraging the development of alternative secondary industry. *Topics:* Management Committee; Upper Ottawa Valley; New Forests in Eastern Ontario; Kirkland Lake Area; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Forest Management Subsidiary Agreement (08/12/78 to 30/09/83)
Description: This class covers information relating to participation in measures to improve forest management and accelerated reforestation and private sector employment. *Topics:* Management Committee; forest access roads; silviculture camps; nursery expansion; soil survey; assessments; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Pulp and Paper Industry Facilities Improvement Subsidiary Agreement (15/05/79 to 31/03/84)
Description: This class covers information relating to programs of incentives for the pulp and paper industry in Ontario and promotion of policies which are supportive of good forest management, pollution abatement and modernization. *Topics:* Management Committee; Pulp and Paper Mill Pollution-Abatement Program; Pulp and Paper Mill Modernization Program; Consulting and Professional Services Program; Public Information and Evaluation Program; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Eastern Ontario Subsidiary Agreement (20/12/79 to 31/03/84)
Description: This class covers information relating to joint participation of Canada and the province in programs concerning the expansion and diversification of economic activities in the rural areas of Northern Ontario. *Topics:* Management Committee; subcomittees; agricultural development; natural resource development; tourism development; rural employment incentives; rural industrial infrastructure; program analysis and review; evaluation; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Northern Rural Development Subsidiary Agreement (02/03/81 to 31/08/84)

Description: This class covers information relating to joint particpation of Canada and the province in programs concerning the expansion and diversification of economic activities in the rural areas of Northern Ontario. *Topics:* Management Committee; subcommittees; agricultural development; natural resource development; tourism development; rural employment incentives; rural industrial infrastructure; program analysis and review; evaluation; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Canada-Quebec General Development Agreement

The objective of this agreement is to improve opportunities for productive employment and consolidate employment in the traditional sectors; improve the standard of living, reinforce industrial and urban structure and promote the optimum development of the various regions; promote increased participation by the people of Quebec in their own development in relation to the various regions of Canada.

Classes of Records

Auxiliary Agreement — The Financing of the 1974-78 SIDBEC Expansion Plan (15/03/74 to 31/03/78)

Description: This class covers information relating to the increase by the company of its production capacity; the rationalization of its production methods; the diversification of its products; Canada and Quebec financial support in the form of grants. *Topics:* Development Committee; raw material; Contrecoeur; Montreal; other plants; administration services; executive offices; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Auxiliary Agreement — Transport Development (15/09/74 to 31/03/84)

Description: This class covers information relating to the establishment of various road, railway, maritime and air transport infrastructures in order to connect the regions with strong growth potential and to increase the level of industrial and commercial exchanges. *Topics:* Development Committee; Management Committee; Highway 30 from Bourcherville to Tracy; Route 138 between Sept. Iles and Port-Cartier; Highway 10, 51 and 55 Sherbrooke-Drummondville; Highway 40 between Berthier and Pointe-de-Lac; Port Cartier Rail-Ferry; Routes 132 and 199; Highway 55 between Trois-Rivières and Shawinigan; Restoration of Route 117; Highway 70 between Alma and La Baie; Rapid Liaison between Montreal-Mirabel (A13 and A50); individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Auxiliary Agreement — Industrial Infrastructures (26/03/75 to 31/03/84)

Description: This class covers information relating to industrial development by providing the community facilities and services required to encourage and facilitate the establishement of new entreprises in various regions of the province. *Topics:* Management Committee; Development Committee; industrial parks; fishery parks; punctual interventions; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Auxiliary Agreement — Forest Development (26/03/75 to 31/03/84)

Description: This class covers information relating to the construction and improvement of forest access roads; intensive forestry development in order to maximize output per acre; the rationalization of timber allotment and the improved utilization of available timber; the improvement of competitive position of all parts of the forestry sector. *Topics:* Management Committee, Development Committee, access roads, silviculture and reforestation; studies; individual project case files under the programs. *Special Access Note:* Portions of all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Auxiliary Agreement — Setting up a Bleached Kraft Pulp Mill at St. Félicien (21/04/76 to 31/03/80)

Description: This class covers information relating to the financing of the work program to enable Donohue St-Félicien Inc. to establish a bleached Kraft pulp mill at St-Félicien. *Topics:* Management Committee; Development Committee; St-Félicien Mill; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Auxiliary Agreement — Agricultural Development (29/03/76 to 31/03/82)

Description: This class covers information relating to the land reclamation on the Montreal Plain; land-use adjustment in the regions of Eastern Quebec, Saguenay-Lac-Saint-Jean, Chibougamau and Abitibi-Témiscamingue, as well as the gradual application of this program to other regions of the Province of Quebec. *Topics:* Management Committee; Development Committee; land-use adjustment; reclamation of soils; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Auxiliary Agreement — Mineral Development (29/03/76 to 31/03/81)

Description: This class covers information relating to the activities to be carried out to encourage mineral development in Quebec by financing a program to promote mineral and petroleum exploitation, access to resources, mineral research and the rational exploitation of resources. *Topics:* Management Committee; Development Committee; access to mineral resources; geoscientific studies — mines; geoscientific studies — petroleum; valorization and development; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Auxiliary Agreement — Industrial Studies (29/03/76 to 31/03/77)

Description: This class covers information relating to the obtainment of outside personnel and services essential for the completion of studies providing elements for developing or implementing policies, programs or projects relevant to the industrial sector of Quebec. *Topics:* Management Committee; Development Committee; industrial studies; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Auxiliary Agreement — Industrial and Commercial Park (PICA) Mirabel Airport (18/06/76 to 31/03/82)

Description: This class covers information relating to the establishment of and industrial airport complex integrating the whole range of activities of a modern airport and the various means of transportation converging on it. *Topics:* Development Committee; waste waters evacuation; physical development; Mirabel downtown; administration; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Auxiliary Agreement — Water Treatment Facilities for the Montreal Area (30/03/78 to 31/03/82)

Description: This class covers information relating to the supply of drinking water to the population of Montreal; future utilization of Rivière-des-Prairies, the Rivière des Mille-Iles and Lac Saint Louis for recreational purposes, and sewage treatment dumped into the river upsteeam of the Sainte-Thérèse Island. *Topics:* Management Committee; Development Committee; Phase I, Phase II; individual project case files under programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Auxiliary Agreement — Tourism Development (06/04/78 to 31/03/83)

Description: This class covers information to measures to increase the number of visitors to the province; a further development of Quebec's cultural and historical heritage; exploitation and development of the wide range of attractions and diversities of its regions; the setting up of infrastructures appropriate to the regions. *Topics:* Management Committee; Development Committee; tourism promotion; tourism parks; punctual projects; restoration of Place Royale; restoration of mills; modernization of museums; tourist stopovers; new open-air centres; development of holiday camps; congress centres; ski centres; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Auxiliary Agreement — Public Infrastructure (16/05/78 to 30/09/82)

Description: This class covers information relating to financial assistance to municipalities to enable them to pay for the public infrastructure essential to the execution of major industrial projects. *Topics:* Management Committee; Development Committee; Alma; La Baie; Saint-Félicien; Saint-Joseph-de-Beauce; Trois-Rivières; Gaspé; St-Henri de Lévis; Sainte-Marie-de-Beauce; Gagnon; Hauterive; Havre-Saint; Val-D'or; Grande-Rivière; Dolbeau; Pierre; Port-Cartier; Sacré-Coeur; Sept-Iles; Schefferville; Jonquière; Cacouna; Parent; Sainte-Agate-des-Monts; Havre-Saint-Pierre; individual project case files under the program. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Auxiliary Agreement — The Modernization of the Pulp and Paper Industry (15/05/79 to 31/03/84)

Description: This class covers information relating to the restoration of the competitive position of the Quebec's pulp and paper industry on the international market, by encouraging them to invest in modernization, by reducing manufacturing costs by rationalizing processing activities and by diversifying production by the intallment of equipment for protecting the environment and conserving energy. *Topics:* Management Committee; Advisory Committe on Grants; budgetary increase; Sub-Committee on the Content of Canada and Quebec; report on grants following the agreement; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Auxiliary Agreement — Establishment of Newsprint Mill at Amos (24/07/80 to 31/03/83)

Description: This class covers information relating to the establishment by Donohue-Normick Inc. of a newsprint mill at Amos and assistance to municipal corporations for the setting up of the required housing facilities. *Topics:* Management Committee; Development Committee; Newsprint Mill; housing facilities; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Auxiliary Agreement on the Société Inter-Port de Quebec 1981-84 (03/07/81 to 31/03/84)

Description: This class covers information relating to the financial contribution of Canada and Quebec to the administration of the Society and the financial contribution of Inter-Port to the acquisition and development of industrial land and the establishment of industrial projects. *Topics:* Management Committee; Development Committee; assessment; inter-port management; acquisition and development of industrial land; industrial projects; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Canada-Saskatchewan General Development Agreement

The objective of this agreement is to increase the aggregate economic growth of the provincial economy in order to increase employment opportunities; encourage balanced growth between rural and urban centres and help ensure a continuing, vibrant, dynamic society; to preserve and enhance the value of the province's natural resources and optimize the value added from the processing and manufacturing of these resources; to diversify the province's economic base to reduce its dependency on primary production and thereby help stabilize the provincial economy; to increase the number, range and type of employment opportunities within the province in order to more effectively utilize the human resources of Saskatchewan; and to increase the opportunities for people in northern Saskatchewan to participate in the social, cultural and economic life of the province.

Classes of Records

Iron, Steel and Other Related Metal Industries Subsidiary Agreement (04/07/74 to 31/03/79)

Description: This class covers information relating to enhancing the viability of the existing iron and steel industry and expanding and diversifying iron and steel production in Saskatchewan. *Topics:* Steel Implementation Committee; Steel Development Group; iron ore exploration; related studies and administration costs; direct and reduction plant; development and expansion of steel facilities; foundries and related metal industries; infrastructure; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Mineral Exploration and Development in Northern Saskatchewan Subsidiary Agreement (21/06/74 to 31/03/78)

Description: This class covers information relating to accelerating economic development, creating new job opportunities and increasing investment opportunities by encouraging utilization of the province's mineral resources. *Topics:* Management Committee; regional mineral resource planning; La Ronge-Wollaston Base Metal Exploration, Iron Ore Exploration; uranium exploration; industrial minerals exploration; reconnaissance geoscience surveys; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Interim Saskatchewan Northlands Subsidiary Agreement (01/04/74 to 31/03/77)

Description: This class covers information relating to the provision of options and opportunities for the people of the area to participate in social and economic development; encouraging the development of natural resources and providing the local residents with an opportunity to continue their own way of life. *Topics:* Management Group; human development and community services; resources and community economic development; transportation and communications; implementation; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can

now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Planning Subsidiary Agreement (01/04/74 to 31/03/77)

Description: This class covers information relating to studies for the identification and analysis of economic and socio-economic development opportunities and the development of strategies, programs and subsidiary agreements. *Topics:* Management Committee; Studies — 1974-75 fiscal year; Studies — 1975-76 fiscal year; Studies — 1976-77 fiscal year; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Qu'Appelle Valley Subsidiary Agreement (01/04/74 to 31/03/84)

Description: This class covers information relating to increasing the long-term productivity of the recreation and tourism resource base; increasing the benefits from utilization of this resource base and improving the management of the land and water resources of the Qu'Appelle Valley. *Topics:* Management Board; environmental improvement and management; tourism and recreation development; implementation; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Expand Facilities Used by Canadian Western Agribition and Mexabition Subsidiary Agreement (23/06/77 to 31/03/79)

Description: This class covers information relating to the diversification of western agricultural production into livestock; the insurance that the western Agribition continues to grow; and improvement of Regina's capability to host trade shows and demonstrations. *Topics:* Management Committee; construction, conversion and major improvements; individual projects case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Interim Mineral Development Subsidiary Agreement (01/04/78 to 31/03/80)

Description: This class covers information relating to the evaluation of areas of the province identified in the 1974-78 program as requiring more work; undertaking basic geoscientific activities and undertaking new projects related to the mineral industry and nothern development. *Topics:* Management Committee; mineral resource planning; geoscience surveys; Peat Resource Study; metallogenic studies; and resource evaluation; underwater scintillometry; report compilation and printing; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Northlands Subsidiary Agreement (01/04/78 to 31/03/83)

Description: This class covers information relating to the provision of options and opportunities for the people of the area to participate in social and economic development; encouraging the development of natural resources and providing the northern residents with an opportunity to continue their own way of life. *Topics:* Management Board; economic and resource development; human development; transportation and communication development; implementation, program review and assessment; public information and consultation; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Forest Development Subsidiary Agreement (17/05/79 to 31/03/82)

Description: This class covers information relating to the long-term development of the forest industry; the identification of industrial opportunities in forestry; the conduct of market and feasibility analyses; the application of known technology to existing or new industrial applications; the upgrading of forest management and silvicultural practices; the planification for the development of commercial forest areas; the improvement to the cost competitiveness of the industry and increasing total utilization of the forest resource. *Topics:* Management Board; opportunity identification and technological advancement; forest management and silvicultural practices; forest harvesting logistics and productivity improvement; implementation, evaluation and public information; individual projects case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Productivity Enhancement and Technological Transfer in Agriculture Subsidiary Agreement (17/05/79 to 31/03/82)

Description: This class covers information relating to the broadening and diversifying of the agriculture base of the province; transferring of technology from applied research to farm production; improving the efficiency of production and conversion of crops; and increasing the level of value-added processing of crops and meats. *Topics:* Management Board; crop diversification and technology transfer; productivity improvement; program development, public information and evaluation; individual project case files under the program. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Interim Water Development for Regional Economic Expansion and Drought Proofing Subsidiary Agreement (01/04/79 to 31/03/82)

Description: This class covers information relating to improving the effectiveness of future water-management activities, providing analysis of the availability of and requirements for water; undertaking the construction of water supply and delivery schemes; reviewing and improving existing flood forecasting, warning and emergency activity programs. *Topics:* Management Group; water management activities; water supply; flood-damage reduction; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Planning 1979-84 Subsidiary Agreement (01/04/79 to 31/03/84)

Description: This class covers information relating to the undertaking of studies for the identification and analysis of economic and socio-economic development opportunities and the development of strategies, programs and subsidiary agreements pursuant to those opportunities. *Topics:* Management Committee; economic opportunity studies; urban social adjustment studies; community planning and mapping studies; core redevelopment studies; individual projects case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Canada-Yukon Territory General Development Agreement

The objective of this agreement is to develop a comprehensive and coordinated strategy for socio-economic expansion in the Yukon, to provide the opportunity for Yukon people to participate fully in determining their own priorites and to assume an active role in the planning and implementation of development projects; to establish a rational and systematic program of development which will ensure the viability of the Yukon economy; and to put into effect socio-economic development programs which will promote greater certainty and permanence in the Yukon economy, and to develop measures aimed at

improving the position of native people and other disadvantaged groups in the Yukon economy.

Classes of Records

Renewable Resource Development Subsidiary Agreement (04/04/79 to 31/03/82)
Description: This class covers information relating to ensuring the orderly development of Yukon resources and the participation by residents in the advantages of economic and employment opportunities associated with the development of these resources. *Topics:* Management Committee; renewable resource information and analysis; tourism and recreation facilities; resource development corporations; monitoring and evaluation; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Interim Tourism Development Subsidiary Agreement (14/02/80 to 31/03/82)
Description: This class covers information relating to diversification and stabilization of the Yukon economy through increased emphasis on the present tourism industry and the creation of additional employment opportunities and increased income from the further development of the tourism industry. *Topics:* Management Committee; tourism development; research and planning; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Fund For Rural Economic Development Program (FRED)

This comprehensive rural development program consists of several development projects designed to promote the social and economic development of a special rural development area and to increase income and employment opportunities and raise living standards in the area, and to make provision for participation by residents of the area in the carrying out of the program.

Classes of Records

Prince Edward Island Comprehensive Development Plan (07/03/69 to 31/03/84)
Description: This class covers information relating to the creation of conditions in which the people of Prince Edward Island can develop their own economic enterprises, raise per capita income and local equity and create jobs, while maintaining the unique island environment. *Topics:* Evaluation; Joint Federal-Provincial Advisory Board; management group; agriculture; land use planning; surveying, mapping and land titles; soil and water; tourism and recreation; voluntary institution support services; forestry; fisheries; primary and secondary education; post-secondary education; adult education and vocational training; housing; transportation; urban services and development; resources highways; collector highway; conversion of single-phase power transmission; industrial waste disposal and water supply; manufacturing and processing; market development and short term credit; supply of power; administrative development; government staff development and training; public education, counselling and community involvement; project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Mactaquac, New Brunswick, Development Plan 1966-1976
Description: This class covers information relating to the development of recreational facilities and forestry by attracting private capital and assisting in vocational and technical training; and the development of a service and resource centre on the north bank of the Saint John River. *Topics:* Federal-Provincial Committee; provincial government schools; counselling; land bank; resource management; recreation; townsite development-Nackawick; industrial site development administration; individual project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Northeast New Brunswick Development Plan 1966-1976
Description: This class covers information relating to the creation of new productive jobs in industries such as forestry, fisheries, mining and tourism and the provision of assistance to facilitate social adjustment through improvements in educational facilities and training programs, housing, municipal and industrial infrastructure, and transportation facilities and services. *Topics:* Federal-Provincial Committee; manpower skill training; general counselling; Land Use Adjustment; housing; farm land improvement; fisheries development; transportation; recreation; employment opportunities; industrial development services; employment development activities; industrial infrastructure; education; urbanization; social adjustment services; land ration, consolidation and development; administration, evaluation and public information; ongoing programs; programs under the original agreement; land use; project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Development Plan for the Region of the Lower St. Lawrence, Gaspé and the Madeleine Islands.
Description: This class covers information relating to the modernization of the basic traditional sectors; agriculture, fishing and forestry; the creation of new dynamic activities to absorb the man-power freed by the modernization of traditional sectors; the placing of infrastructure and a coherent institutional framework adapted to the requirements of a concrete policy for regional development. *Topics:* Development Committee; land rearrangement; improvement of agricultural administration; production development; secondary rationalization; forestry rearrangement; purchases of seigniory and concession rights; forestry restoration and retimbering; development of fishing centres; fishing development; co-ordination group; mine access roads; mining exploration; tourist stations and halting-places; reception structures; urban infrastructure; housing aid; tourist road system; regional road system; ferry boards; transport study; rehabilitation and valorization; urban incitement; health equipment and social services; performance structure; consultation; evaluation and programming; civil servant formation. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Manitoba Interlake Development Plan (16/05/67 to 31/03/77)
Description: This class covers information relating to the improvement of education facilities, providing adjustment programs for agriculture and fisheries and development of some of the infrastructure of the area. *Topics:* Area Development Boards; education; manpower; agriculture; fisheries; roads; recreation; industrial park (Selkirk); evaluation; water control; farm water services; land clearing and adjustment; Interlake veterinary clinics; training; project case files under the programs. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the the Department of Regional Industrial Expansion.

Special Areas Agreements Program

The Program acts as an indirect inducement to draw industry to existing and potential regional growth centres by providing the infrastructure requirement to make these centres more attractive locations.

Classes of Records

Newfoundland Special Areas and Special Highways Agreement
Description: This class covers information relating to the provision of infrastructures and social adjustments in designated slow-growth areas of the province of Newfoundland. *Topics:* Liaison Committee; St. John's; Come-by-Chance; Burin; Grand Falls — Gander; Stephenville; Corner Brook; Hawke's Bay — Port au Choix; Happy Valley; roads outside special areas; special highways; individual project case files. *Special Access Note:* Portions of, or all of this class or records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Nova Scotia Special Areas and Special Highways Agreement
Description: This class covers information relating to the provision of infrastructure and social adjustment programs in designated slow-growth areas of the province of Nova Scotia. *Topics:* Liaison Committee; Strait of Canso; Halifax — Dartmouth; highways; special highways; individual project case files. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

New Brunswick Special Areas Agreement (03/04/70 to 31/12/76) and Special Highways Agreement (01/04/71 to 31/03/75)
Description: This class covers information relating to the provision of infrastructure and social adjustment programs in designated slow-growth areas of the province of New Brunswick. *Topics:* Liaison Committee; Moncton; Saint John; highways; special highways; individual project case files. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Agreement with the Province of Quebec Regarding Special Areas
Description: This class covers information relating to agreements conceived in order to carry out the programs of social recovery and the placing of infrastructures in designated slow-growth areas of the Province of Quebec. *Topics:* Liaison Committee; Development Committee; Saint-Scholastique — New International Airport of Montreal area; Saguenay — Lake St. John; Quebec City; Trois-Rivières; Sept-Iles — Port Cartier; individual project files. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Manitoba Special Areas Agreement

Description: This class covers information relating to the provision of infrastructure and social adjustment programs in designated slow-growth areas of the province of Manitoba. *Topics:* Liaison Committee; The Pas; street construction; sewer and water; fire protection; schools; public buildings; roads; housing; individual project case files. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

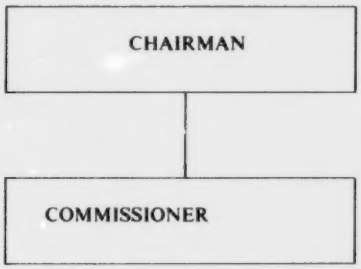
Saskatchewan Special Areas Agreement

Description: This class covers information relating to the provision of infrastructure and social adjustment programs in designated slow-growth areas of the province of Saskatchewan. *Topics:* Liaison Committee; Meadow Lake; individual project files. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Alberta Special Areas Agreement

Description: This class covers information relating to the provision of infrastructure and social adjustment programs in designated slow-growth areas of the province of Alberta. *Topics:* Liaison Committee; Lesser Slave Lake; individual project case files. *Special Access Note:* Portions of, or all of this class of records can now be found in the Regional Offices of the Department of Regional Industrial Expansion.

Restrictive Trade Practices Commission



- General Inquiries on All Products and Services (Section 47)
- Inquiries under Part IV.1 of the Act (Court of Record)

ACCESS TO INFORMATION
CO-ORDINATOR
RESTRICTIVE TRADE PRACTICES
COMMISSION
359 KENT STREET, 3RD FLOOR
P.O. BOX 336
POSTAL STATION A
OTTAWA, ONTARIO
K1N 8V3

Background

The Restrictive Trade Practices Commission (RTPC) is one of the two entities established by the *Combines Investigation Act* to carry on the federal government's anti-combines work, the other being the Director of Investigation and Research. With the exception of certain functions under the *Shipping Conferences Exemption Act*, all the present functions of the Commission are specified in the *Combines Investigation Act*.

Overall Responsibilities

As an administrative tribunal, the Commission's function is to appraise and report on statements of evidence related to inquiries which may be transmitted to it by the Director of Investigation and Research. Part IV.1 of the Act conferred a quasi-judicial function upon the Restrictive Trade Practices Commission and, for the purposes of that Part, made it a Court of Record.

Access Procedures

Formal requests under the *Access to Information Act* should be directed to:

Access to Information Co-ordinator
Restrictive Trade Practices Commission
359 Kent Street, 3rd Floor
P.O. Box 336
Postal Station A
Ottawa, Ontario
K1N 8V3
Telephone: (613) 992-0274

Secretariat

The Commission acts as a fact-finding and reporting body and as a Court of Record under the *Combines Investigation Act* (investigation of combines, monopolies, trusts and mergers). The Commission considers evidence submitted to it by the Director of Investigation and Research (see Bureau of Competition Policy, Consumer and Corporate Affairs Canada) and holds hearings where both sides present their arguments. The Commission then reviews and appraises the evidence and material submitted, recommends remedies and reports to the Minister of Consumer and Corporate Affairs Canada. As a Court of Record, the Commission may issue orders of an appropriate nature.

Manuals

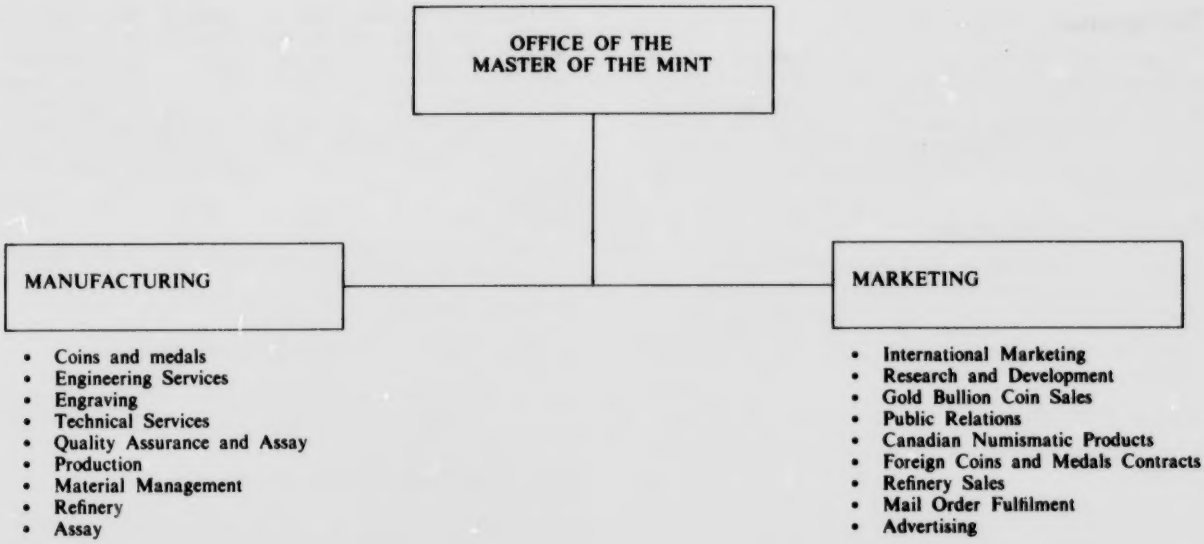
- RTPC Rules and Regulations — describes practices and procedure in proceedings under Part IV.1

Classes of Records

General Inquiries on All Products and Services (Section 47)
RTPC-10
Description: Information on hearings before the Commission to consider evidence submitted by all parties. *Retrievability:* Files arranged by individual and company.

Inquiries under Part IV.1 of the Act (Court of Record)
RTPC-20
Description: Information on hearings before the Commission to consider evidence submitted by all parties. *Retrievability:* Files arranged by individual and company.

Royal Canadian Mint



- Coins and medals
- Engineering Services
- Engraving
- Technical Services
- Quality Assurance and Assay
- Production
- Material Management
- Refinery
- Assay

- International Marketing
- Research and Development
- Gold Bullion Coin Sales
- Public Relations
- Canadian Numismatic Products
- Foreign Coins and Medals Contracts
- Refinery Sales
- Mail Order Fulfilment
- Advertising

ACCESS TO INFORMATION
CO-ORDINATOR
PERSONNEL AND INDUSTRIAL
RELATIONS SECTION
ROYAL CANADIAN MINT
VANIER TOWERS, TOWER B
355 RIVER ROAD, 6TH FLOOR
VANIER, ONTARIO
K1A 0G8

Background

The Ottawa Mint was originally established in 1908 as a branch of the Royal Mint of London, England. On December 1, 1931, an Act of Parliament established the Royal Canadian Mint as a branch of the Department of Finance. On April 1, 1969, the Mint became a Crown Corporation. Its head office is in Vanier, Ontario; its three plants are located in Ottawa, Hull, Quebec and Winnipeg.

Overall Responsibilities

The Mint's primary purpose is to produce and arrange for the production and supply of coin currency in Canada. It also competes in the international cirulation and numismatic coin markets against other national or private mints to produce coins of countries other than Canada and operates a refinery to melt, assay and refine gold, silver and other metals. Over the years, the Corporation has won a significant number of international contracts.

The Corporation's activities include the production of blanks, coins, metals, medallions, tokens and dies. It maintains a staff competent in the various minting processes, so that it can treat precious metals and produce any coin size, in most shapes and finishes, including proof, brilliant, uncirculated or circulated. The Mint is known throughout the industry for its advanced technology and high standards of quality and has been commended by the numismatic community for its craftmanship and the quality of its commemorative and numismatic coins.

Organization

The Corporation operates in much the same way as a private company. The Principal Officer of the Mint is the Master (President and Chief Executive Officer); executive control is vested in the Board of Directors. The Master is also a Member of the Board of directors. The Royal Canadian Mint reports to the government through the Minister of Supply and Services.

The Master is supported by three Vice Presidents for each of the three Divisions: Administration and Finance, Marketing and Manufacturing. The Marketing Division comprises four units: International Marketing, Bullion and Refinery Sales, Public Relations and Numismatic Products. The Manufacturing Division also consists of four units: Engineering, Engraving and the plants in Ottawa and Winnipeg. The two plants also operate Technical Services, Quality Assurance and Production sections; in addition, the Ottawa plant operates the Material Management section and the Refinery.

General Information

Any current information on the Royal Canadian Mint can be obtained by contacting:

Public Relations Section
Royal Canadian Mint
355 River Road, 5th Floor
Vanier Towers, Tower B
Vanier, Ontario
K1A 0G8
Telephone: (613) 993-0310 or 993-2239

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Personnel and Industrial Relations Section
Royal Canadian Mint
355 River Road, 6th Floor
Vanier Towers, Tower B
Vanier, Ontario
K1A 0G8
Telephone: (613) 993-1249

Marketing Division

This division is responsible for planning, organizing and directing sales of Mint products and services in both domestic and foreign markets. It develops sales strategies and marketing activities, prepares sales forecasts and is responsible for obtaining the necessary contracts to keep the Manufacturing Division working at full capacity.

Manuals

- Corporate Policies Manual — gives commercial policies and guidelines on procedures covering agreements with sales agents and preparations of quotations for production contracts.
- Detailed Product Specifications — provides specifications on each product.

International Marketing

Classes of Records

Marketing Operations and Procedures
RCM-10
Description: Information on the promotion of sales of Mint products and the manufacture of coins on contract. *Topics:* Commemorative and domestic coins; special coin programs; medals and medallions; and other devices — tokens, jewellery, trade dollars plans, reports and studies. *Retrievability:* Contract files are filed by country, city or event.

Marketing Research and Development
RCM-20
Description: Research reports on experiments and tests concerning the development of new mint products for marketing purposes. *Topics:* Alternative coinage material (aluminum, copper, nickel, zinc); metric coinage; vending machines — telephone companies, transit commissions; reports and studies.

Bullion and Refinery Sales

This unit plans, organizes, directs and controls the marketing activities of the Bullion and Refinery Sales.

Manuals

- Ontario Mineral Policy Background Paper No. 12 (General Viewing)

Classes of Records

Gold Maple Leaf Gold Bullion Coin
RCM-30
Description: Information on the manufacture of the Gold Maple Leaf Coin and the promotion of this special program. *Topics:* Advertising; marketing; production; retailing; sales.

Public Relations

This unit plans, organizes and directs the Mint's information program. It informs the public on policies and programs of the Mint; supervises press relations nationally and internationally; and carries out all Mint advertising and dealer tag programs.

Classes of Records

Public Relations
RCM-40
Description: Information on the administration of public affairs and relations, advertising and publicity — national and international; research data on countries, cities and events for public relations activities. *Topics:* Advertising agencies; brochures; exhibits; fairs; films and slides; photographs; portable display; postcards; press conferences; press releases.

Numismatic Products

This unit plans, organizes and directs all Canadian and foreign numismatic programs and sales by developing short, medium and long-range sales objectives. It develops and recommends marketing policies for Mint products, meets clients from the private and public sectors, assists in the international and national promotion of numismatic programs and prepares quotations for the manufacture of coins for foreign countries.

Classes of Records

Collector's Items
RCM-50
Description: Information on the marketing of numismatic products, product sales and transactions between the Mint and its distributing agents and dealers. *Topics:* Canadian and foreign distributing agents and dealers; contract cost comparison; requirement forecasts; sales records; *Retrievability:* Contract files arranged by country, city or event. *Storage Medium:* EDP.

Manufacturing Division

This division produces Canadian circulation coinage and Canadian numismatic coins for sale to collectors. Foreign circulation and numismatic coins are also produced, as well as medals and trade dollars under a competitive bidding process. In addition, the Ottawa plant operates the Refinery which refines precious metal for mines, jewellers, banks and other institutions, both Canadian and foreign.

Classes of Records

Mining Operations
RCM-60
Description: Information on mining operations. *Topics:* Patent rights and licenses; infringements and permission to use copyright material; counterfeit coins; copyright; defacement of coins; coin facsimiles; reports and statistics; surveys and studies.

Production
RCM-70
Description: Information on production activities in the manufacture of coins, medals and other devices — tokens, jewellery, trade dollars. *Topics:* Annealing; banking; coining implements; heat treatments; materials and products; special programs.

Coins
RCM-80
Description: Information on the cutting and weighing of blanks; striking and processing of coins, medals and numismatic products. *Topics:* Blanks; coins — circulated, domestic, foreign and commemorative; worn and mutilated coins. *Retrievability:* Contract files arranged by country, city or event.

Medals, Medallions and Other Devices
RCM-90
Description: Information on cutting, striking and processing of medals, medallions, other devices (tokens, jewellery, trade dollars) and blanks to the required diameter and weight for domestic and foreign clients.

Metals and Alloys
RCM-100
Description: Information on the use of metals, precious metals and alloys in Mint production.

Engineering Services

This unit is responsible for designing the toolings required in manufacturing and preparing quotations and product specifications. It also carries budget engineering projects, process and product development and research and development.

Manuals

- Quotation Specifications — provides details to quote on domestic and foreign contracts.
- Detailed Product Specifications — provides specifications for all coins and medals.

Classes of Records

Technical Engineering
RCM-110
Description: Information on the design, construction and maintenance of machines and tooling implements; also the manufacture of dies, collars and tooling and methods and procedures for their processing. *Topics:* Collars; contracts; dies; equipment; preventive maintenance; tooling implements. *Retrievability:* Contract files arranged by country, city or event.

Engraving

This section produces designs, models, a variety of casts, reductions for punch production and related photographic and display work. Models of effigies, coats of arms and other designs are rendered in plasticine from the original drawings. Punches and dies have to be engraved with the utmost care for precision and detail to ensure the artistic quality of the final product.

Manuals

- Operating Instructions for Various Reducing Machines — provides instructions for ratio extraction.

Classes of Records

Design Engraving
RCM-120
Description: Information on methods and procedures used in the inscription or ornamentation of prints or designs upon hard surfaces to produce models, master matrices and master punches which are later used in the striking of coins, medals etc. *Topics:* Badges; coins; dies; drawings; equipment; medals; metrication; symbols.

National Capital Region and Winnipeg Plants

Technical Services: responsible for all the maintenance, repairs and installation of new and existing equipment for the manufacture of both circulation and numismatic coins, as well as all process and building-related services. It is also responsible for the manufacture of coining dies, collars and related tooling.

Quality Assurance and Assay: schedules, organizes and directs safe and efficient operations; ensures that all incoming materials meet standards and specifications; directs ongoing inspection of all work in-process and finished goods; and develops and comments on manufacturing specifications.

Production: produces circulation coinage, medals and blanks for domestic and foreign markets. The production facilities include a foundry, strip rolling mills, blank cutting and rimming equipment, annealing furnaces, washing equipment, coin presses and the necessary auxiliary equipment.

Manuals

- Process Manuals — provides methods and operation procedures
- Company Policy Manuals — provides scope of responsibilities as well as operating procedures
- Operator's Instructions and Procedures Manual
- Foundry Procedures — provides process procedures for melting and casting metals and alloys
- Rolling Procedures — provides schedules for strip
- Annealing and Washing — provides process and procedures for annealing and cleaning coin blanks
- Press Room — provides proceedings for set-up and operation of coinage presses

Classes of Records

Technical Services Methods
RCM-130
Description: Information on the use of various specific crafts and trades for the prduction of coins, methods and procedures in the tests of precious metals (assays) and inscriptions or ornamentation of designs for the production of mint products. *Topics:* Crafts; coins; coining implements; dies; materials; metals implements; trades.

Quality Assurance and Assay Testing
RCM-140
Description: Information of the quality assessments of coining implements, materials and products through analysis and tests to assure quality of metals, dies, packaging and overall production of mint products. *Topics:* Assays; blanks; coins; engraving; medals and medallions; metals and metal alloys; numismatic products; other devices — tokens, jewellery, trade dollars; packaging; tooling; and dies.

Production Materials and Products
RCM-150
Description: Information on the production activities in the manufacturing of coins, medals, other devices (tokens, jewellery, trade dollars) and special programs. *Topics:* Annealing; banking; coining implements; equipment; heat treatment; materials and products.

Ottawa Plant

Material Management: This section has responsibilities in four main areas:

- receiving, weighing and recording, including shipments of rough gold from mines, jewellers, manufacturers and prospectors; calculating, on the basis of the assay result, the amount of fine gold and silver in these shipments and recording data; and co-ordinating gold transactions and the shipment of fine product;
- receiving, weighing and recording shipments of previous metal blanks and controlling the quantities of processed coins and inventories of coins;
- receiving orders; preparing, assembling, packaging and shipping products; and
- receiving, weighing and recording shipments of raw materials and packaging material and maintaining and controlling inventories.

Refinery: The Refinery refines gold and silver-bearing materials for customers and for the Royal Canadian Mint. The precious metals are returned to customers in the form of bars or granules.

Manuals

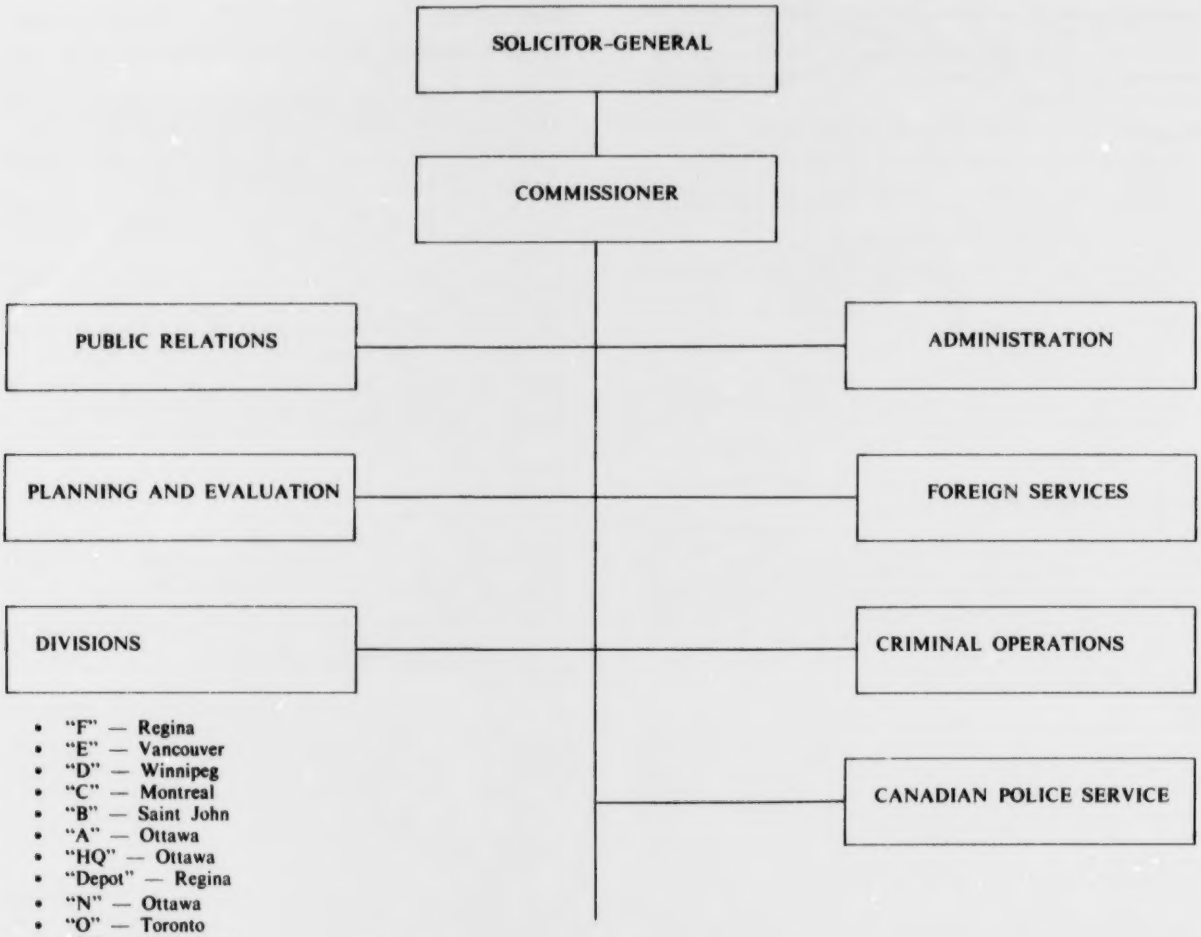
- Mint Office — gold receiving books, gold storage books and procedures of operation
- Hull Office — receiving ledger, general ledger (material received, processed and issued), gold bullion weighing data, gold bullion shipment procedures and general procedures of operation

Classes of Records

Material Management Procurement
RCM-160
Description: Information on the procurement and supply operations of precious metals, packaging requirements, shipping and transportation of mint products and the overall administration of transactions between the Mint and clients. *Topics:* Gold; jewellers; mines; packaging; transportation; suppliers; sweeps of residue and dust accumulated in the furnace and refinery area.

Refinery
RCM-170
Description: Information on the operations performed in the refining of metals, methods and procedures employed in the melting of metals, gold and silver shipments from clients — jewellers, mines, etc. — for refining. *Topics:* Gold; mines; silver; suppliers; sweep of residue and dust accumulated in furnace and refinery area.

The Royal Canadian Mounted Police



- "F" — Regina
- "E" — Vancouver
- "D" — Winnipeg
- "C" — Montreal
- "B" — Saint John
- "A" — Ottawa
- "HQ" — Ottawa
- "Depot" — Regina
- "N" — Ottawa
- "O" — Toronto
- "M" — Whitehorse
- "L" — Charlottetown
- "K" — Edmonton
- "J" — Fredericton
- "H" — Halifax
- "G" — Yellowknife

ACCESS TO INFORMATION
CO-ORDINATOR
THE COMMISSIONER
ROYAL CANADIAN MOUNTED POLICE
1200 ALTA VISTA DRIVE
OTTAWA, ONTARIO
K1A 0R2

Background

The Royal Canadian Mounted Police (RCMP) was originally formed in 1873, under an Act of Parliament. In accordance with the present *RCMP Act*, the Commissioner, under the direction of the Solicitor General of Canada, is responsible for the control and management of the Force.

The Royal Canadian Mounted Police enforces laws throughout Canada made by or under the authority of the Canadian Parliament. Administration of justice within the provinces, including enforcement of the Criminal Code, is the responsibility of the provincial governments. The RCMP has contract agreements with the two territories and all provinces except Ontario and Quebec to enforce criminal, territorial and provincial laws pursuant to Section 20 of the *RCMP Act*.

Organization

Headquarters of the Force is in Ottawa. The Royal Canadian Mounted Police consists of 16 Divisions.Each division is managed by a commanding officer. There are 13 operational divisions divided into 48 sub-divisions and 709 detachments located in all provinces and the territories. These divisions are alphabetically designated with the headquarters for each located in its respective provincial or territorial capital, except for A which is in Ottawa and C which is in Montreal. Under the Commissioner, functional direction is provided by three Deputy Commissioners in charge of Administration, Criminal Operations and Canadian Police Services respectively.

Specialized support is offered to the 13 operational divisions by air, marine and laboratory services. The remaining three divisions are HQ and N, located at Ottawa and Rockcliffe, Ontario respectively and Depot Division located at Regina, Saskatchewan.

The RCMP Academy (recruit training) is located at Depot Division in Regina. N Division comprises the Canadian Police College, the Musical Ride and the Band. HQ (Ottawa) consists of the Commissioner's Office and his Secretariat, Directorate policy and co-ordinating centres, and specialized support services such as the forensic laboratory, the Canadian Police Information Center, and the Foreign Services Directorate which has responsibilities for activities of RCMP members stationed abroad.

Access Procedures

All record access requests under the *Access to Information Act* are processed centrally and should be addressed to:

The Commissioner
Royal Canadian Mounted Police
1200 Alta Vista Drive
Ottawa, Ontario
K1A 0R2
Attention: Departmental Access Co-ordinator
Telephone: (613) 993-5162

The diversity of operations within the federal, provincial, municipal and territorial jurisdictions results in information storage systems that are decentralized. For this reason, persons submitting access requests must indicate the geographic location they want searched.

Informal Access to Manuals

Informal access to examine the basic and subsidiary manuals governing the administration and operation of the Royal Canadian Mounted Police will be provided by the Ministry of the Solicitor General, 340 Laurier Avenue West, Ottawa and the Divisional Headquarters located at the following points:

306 Charter Avenue
Pleasantville, Newfoundland

3139 Oxford Street
Halifax, Nova Scotia

Woodstock Road
Fredericton, New Brunswick

450 University Avenue
Charlottetown, Prince Edward Island

4225 Dorchester Boulevard
Montreal, Quebec

225 Jarvis Street
Toronto, Ontario

1091 Portage Avenue
Winnipeg, Manitoba

1825 McIntyre Street
Regina, Saskatchewan

1140 - 109th Street
Edmonton, Alberta

5255 Heather Street
Vancouver, British Columbia

4100 - 4th Avenue
Whitehorse, Yukon Territory

Bag 5000
Yellowknife, Northwest Territories

Basic Manuals

- Administration Manual
- Operational Manual

Subsidiary Manuals

- Air Services
- Financial Management
- Marine Services
- Material Management
- Officers
- Personnel Administration Manual - Public Service
- Planning
- Property Management
- Records Management
- Staffing Personnel
- Telecommunications and EDP
- Transport Management
- Uniform and Dress
- Firearms Training
- Laboratory Services
- Identification Investigators'
- National Firearms
- Tactical Operations

In addition to the basic and subsidiary manual list, the Force uses other manuals which are specific to particular areas of law enforcement and are described under the various classes of records.

General Information

Individuals wishing to make general inquiries on the RCMP, when access to actual records is not required, may do so by contacting:

Royal Canadian Mounted Police
Public Relations Branch
1200 Alta Vista Drive
Ottawa, Ontario
K1A 0R2

Commissioner's Office and Secretariat

Planning and Evaluation Branch

Manuals

- Planning Manual

Classes of Records

Planning and Evaluation
RCMP-10
Description: Information on the planning and organization of the Force, strategic policy planning and objectives, analytical studies and assistance to the Commissioner and Senior Executive Committee in setting Force priorities. *Topics:* Demographic studies; criminal trends; deployment of human resources; co-operation with other government departments and other police departments; provincial and municipal policing contracts; federal role task force projects; assistance, monitoring and assessment of division and directorate requirements; examination of policies, objectives and priorities of various Force programs; recommendations to the Commissioner and Senior Executive Committee on all aspects of the Force's programs; evaluation of Force programs. *Retrievability:* Files are arranged by subject or project and may be held at HQ or regionally. *Storage Medium:* Paper, microfiche, automated.

Internal Communication Office

Manuals

- DSRR Manual (in drafting stage)

Classes of Records

Division Staff Relations Program (DSRR)
RCMP-20
Description: Information on the planning, development and co-ordination of the Divisional Staff Relations Representative Program. *Topics:* Meetings of divisional staff relations representatives; policies and formation of DSRR programs; morale reports of Force members; DSRR and Commanding Officer conferences. *Retrievability:* Files are arranged by program, project, activities and committee, and may be held at HQ or regionally.

Foreign Services Directorate

This Directorate supports the Force's activities abroad in contributing to the reduction in international crime, terrorism, espionage and subversion, by promoting co-operation with police intelligence and security agencies. The Directorate also provides Employment and Immigration Canada with the results of investigations on the security screening of prospective immigrants.

Classes of Records

Foreign Services
RCMP-30
Description: Information on international crime, terrorism, espionage and subversion, and security screening of prospective immigrants. *Topics:* Co-operation with other police forces, government departments and foreign agencies; official visitors to Canada; official hospitality policy and administration; liaison officer's conferences; training and assistance to foreign police forces; country assessment reviews; security screening. *Retrievability:* Files are arranged by subject, department agency and country, and are held at HQ or regionally.

Audit Branch

This Branch is responsible to the Commissioner for developing and directing, within Force policy, comprehensive internal audits of divisions, directorates and independent headquarters branches.

Manuals

- Audit Branch Handbook
- Public Service Administration Audit Book

Classes of Records

Management Audit
RCMP-50
Description: Information on the review and appraisal of the effectiveness of the entire activities of the Force and the management controls designed to guide and regulate these activities. *Topics:* Review of mission statements and Force objectives; review of managerial and operational information; assessment of resources; specific management research and associated recommendations; compliance with existing policy; effective communication; morale and career satisfaction; control and safeguarding of valuables and exhibits; review of problem areas; appraisal of existing management.

Operational Audit Unit
RCMP-60
Description: Information on auditing all aspects of Security Service operational undertakings with a view to determining that those operations are legal within the mandate of the Security Service, consistent with Force policy, ethically and morally acceptable, as well as efficient and effective. *Topics:* Interview reports; interview plans; audit reports containing findings and recommendations; and audit summary reports containing recommendations, Security Service response and Audit Committee comment.

Public Service Audit
RCMP-70
Description: Information on the independent review and appraisal of the efficiency and effectiveness of Public Service personnel management. *Topics:* Job classifications, compensation, benefits, hours of work, human resource planning; personnel management planning; administration of collective agreements; training, travel, relocation, staffing, staff relations; publishing of audit reports; collection, disclosure and use of personal information; public access to audit reports; equal opportunities for women, natives and handicapped; occupational health and safety; contingency planning and handling of strikes.

Public Relations Branch

The Branch is responsible for making the general public and media personnel more fully aware of the positive role of the Force and for encouraging co-operation and understanding between the general public, the media and the Force.

Classes of Records

Public Relations
RCMP-80
Description: Information on the distribution of information on the Force to the public and media concerning current or historical matters; publication of the RCMP Quarterly and Gazette and the handling of displays on safety or crime prevention. *Topics:* Liaison

and public relations; exhibitions; visits and tours; RCMP Quarterly and Gazette; graphic arts; museums, relics and curios; presentations to and by the Force; appreciation, condolences and greetings; ceremonies and celebrations; addresses and speeches; historical and contemporary photographs. Information under this class may include personal information which must be accessed under the *Privacy Act*. *Retrievability:* Files are arranged by subject, name of individual, company or project.

Executive Officer
RCMP-90
Description: Information on executive assistance provided to the Commissioner and Senior Executive Committee and liaison with the Solicitor General's office. *Topics:* Minutes of Senior Executive Committee meetings and ministerial meetings; executive travel itinerary of Solicitor General's staff and the RCMP Commissioner; Solicitor General's correspondence; questions by Members of House of Commons; visits and tours. *Retrievability:* Files are arranged by subject, project and travel log.

Criminal Investigations HQ Ottawa

C Directorate

This Directorate is responsible for directing and correlating activities of criminal investigations, crime prevention, law enforcement and the general operational activities of the Force both in the field divisions and in the various responsibility centres of the Directorate.

Manuals

- Currency Reference Manual
- Undercover Manual
- Planning Manual
- PIRS Reference Manual
- Laboratory Services Manual
- National Firearms Manual
- Crime prevention — How to Do — manuals
- Tactical Operations Manual

Classes of Records

Law Enforcement Support
RCMP-100
Description: Includes information on technical and electronic support of criminal investigations through equipment and expertise in the field of audio surveillance and on the polygraph and voice identification programs. *Topics:* Interceptions under Part IV.1 of the Criminal Code; human resource planning and training of personnel; co-operation and liaison with domestic and foreign authorities; sale of technical equipment; licensing; authorization to intercept private communications; polygraph, audio and video analysis case files. *Retrievability:* Files are arranged by activity, program, project or organization. Files may be held either at HQ or regionally.

Commercial Crime
RCMP-110
Description: Includes information on the planning, development and co-ordination of the law enforcement programs for commercial crime involving bankruptcy, securities and income tax crimes, corporate and business frauds and organized white-collar crimes on a national and international scale. *Topics:* Enforcement of *Bankruptcy Act, Copyright Act, Canada Elections Act, Bank Act, Tax Rebate Discounting Act* and other federal statutes; frauds, forgeries, conspiracies, bankruptcies and corruption offences under the Criminal Code; provincial Real Estate, Mortgage Brokers and Mechanics Lien Acts; co-operation and liaison with domestic and foreign authorities; securities fraud intelligence; agreements with other federal departments; Securities Fraud Information Centre. *Retrievability:* Files are arranged by organization, activity, program or project. Files may be held at HQ or regionally. *Storage Medium:* Paper and microfiche.

Customs and Excise
RCMP-120
Description: Includes information on the planning, development, implementation and co-ordination of an ongoing customs and excise enforcement program within the RCMP. *Topics:* Enforcement of *Customs and Excise Act, Excise Tax Act, Export and Import Permits Act, Cultural Property Export and Import Act, National Energy Board Act* and *Energy Administration Act;* conspiracies and frauds under the Criminal Code; intelligence, co-operation and liaison with domestic and foreign authorities; Writs of Assistance; search warrants; report procedures; agreements with other federal agencies; news releases. *Retrievability:* Files are arranged by organization, activity, program or project. Files may be held at HQ or regionally. *Storage Medium:* Paper, microfiche and automated.

Drug Enforcement
RCMP-130
Description: Information on the development of RCMP policy and direction concerning drug enforcement including undercover and drug intelligence programs, as well as co-ordination of international investigations and assistance in developing government policy concerning drug abuse and enforcement. *Topics:* Enforcement of *Narcotic Control Act* and the *Food and Drugs Act*, Parts III and IV; intelligence; drug store inspections; identification of drugs and narcotics by mail; search and forfeiture; co-operation and liaison with domestic and foreign authorities; appointment of counsel; legislative amendments; prescriptions; theft of narcotics; writs of assistance. *Retrievability:* Files are arranged by organization, activity, program or project. Files may be held at HQ or regionally. *Storage Medium:* Paper, microfiche and automated.

Immigration and Passport
RCMP-140
Description: Includes information on the planning, development and co-ordination of the RCMP's operational policies and procedures in the enforcement of the *Immigration Act* and provisions of the Criminal Code which refer to the illegal issue and possession of passports. *Topics:* Enforcement of *Immigration and Citizenship Act;* fraudulent use of SIN cards under the *Unemployment Insurance Act;* fraudulent use of Canadian passports under the Criminal Code; co-operation with domestic and foreign authorities; court rulings and judgements; appointment of counsel; locating persons indebted to Crown; foreign criminal records; Immigration Appeal Board; U.S. deserters and draft dodgers; Citizenship Court; passports; reporting procedures, ports of entry and border security; seminars; immigration warrants; deportees; intelligence ethnic groups statistics; false identification. *Retrievability:* Files are arranged by organization, activity, program or project. Files may be held at HQ or regionally. *Storage Medium:* EDP systems.

Operational Policy and Planning Branch
RCMP-150
Description: Includes information on the correction, review and monitoring of RCMP policies, program forecasts and main estimates for criminal operations and the monitoring and analysis of operational activities and statistical data. *Topics:* Operational Reporting System; reporting and filing procedures for the Police Information Retrieval System; a secret expense system; an automated shift schedule system. *Retrievability:* Records are arranged by project, activity or program. *Storage Medium:* Paper files and automated EDP systems.

Native Policing
RCMP-160
Description: Includes information on the development, implementation and co-ordination of policies, strategies and programs which have

to do with police service to the native community. *Topics:* Policing Indian Reserves; co-operation and liaison with native associations; Native Special Constable Program; native policing workshops and seminars; tribal police programs; band by-laws; and cross-cultural training. *Retrievability:* Files are arranged by program, activity or project and held at HQ or regionally.

National Crime Intelligence

RCMP-170

Description: Includes information on the RCMP criminal intelligence program concerning organized crime. *Topics:* Major racketeers; organized crime; criminal extremist/terrorist groups; securities frauds; gambling; extortion; counterfeiting; prostitution; corruption, bankruptcies; drugs; pornography; major thefts; smuggling; commercial stills; co-operation and liaison with domestic and foreign authorities; surveillance; joint force operations; reporting procedures. *Retrievability:* Files are arranged by organization; activity, program or project. Files may be held at HQ or regionally. *Storage Medium:* EDP systems, paper and microfiche.

Interpol

RCMP-180

Description: Includes information on the co-ordination of international criminal investigations for Canadian and foreign authorities; policies and procedures under the constitution; regulations and policies of Interpol. *Topics:* International criminal investigation, except political, military, racial or religious matters; international criminals; stolen works of art repository; stolen property; crime prevention; technical research and analysis of investigative methods; missing persons; notification of next-of-kin; Interpol laws and regulations; regional conferences and symposiums. *Retrievability:* Operational case files are arranged by business, country or organization; other files by activity, program or project. Files are held at HQ.

Federal Policing

RCMP-190

Description: Includes information on planning, development and co-ordination of the RCMP's operational policies and procedures in the enforcement of all federal statutes in Canada except those shown under Customs and Excise, Commercial Crime, Drug Enforcement and Immigration and Passport; also operational complaints against members. *Topics:* Enforcement of federal statutes; assistance to domestic and foreign authorities; assistance in locating missing persons; search and rescue; contagious diseases; deserters and absentees; pollution; national parks; federal traffic regulations; explosives magazine inspections; U.F.O. and submarine sightings; annual seal hunt; pardons; Nazi war criminals; penitentiaries - escorting and crises; bird banding; marine searches; honours and awards by Government House; operational complaints against members of the RCMP. *Retrievability:* Operational case files are arranged by business, organization, activity, program or project. *Storage Medium:* EDP systems.

Contract Policing

RCMP-200

Description: Includes information on planning, co-ordination and determination of policies and procedures in areas where provincial and municipal police services are provided under contract; identification of operational requirements; evaluation of tactical, traffic and general police equipment; crime prevention and police community relations programs; and traffic enforcement. *Topics:* Administration of provincial and municipal policy agreements; resourcing methods; operational planning; opening and closing of RCMP Detachments; tactical operations; underwater recovery operations; auxiliary policing; hypnosis; operational policy. *Retrievability:* Records are arranged by project, activity or programs and may be held at HQ or regionally.

Criminal Intelligence Service Canada (CISC)

The purpose of CISC is to provide facilities to ensure the exchange of criminal intelligence between enforcement units, intelligence units and the CISC provincial bureaus, where the "intelligence process" of collection, evaluation, collation, analysis, re-evaluation and dissemination can be made to effectively combat the spread of organized crime in Canada.

Manuals

- CISC Reference Manual

Classes of Records

Criminal Intelligence Services Canada

RCMP-210

Description: Information governing CISC programs pertaining to the collection, analysis and dissemination of criminal intelligence in Canada. *Topics:* Constitution, regulations and auditing functions of CISC; training standards; firearms tracing program; ACIIS program; threat assessment program; liaison and co-operation with Canadian and foreign law enforcement agencies. *Retrievability:* By subject topic, activitiy, program and project. *Storage Medium:* Manual and hardcopy files.

Air Directorate

This Directorate is responsible for the provision of advice on all air services matters, the formulation of air services policies, procedures and regulations and the acquisition, repair and overhaul of all RCMP aircraft.

Manuals

- RCMP Air Maintenance Manual
- Air Services Manual

Classes of Records

Air Services and Aircraft Maintenance

RCMP-220

Description: Includes information on the operation of RCMP Air Detachments and the maintenance and overhaul of all Force aircraft. *Topics:* Inspection reports; maintenance reports; conditions and specifications of aircraft; employee qualifications; and flight logs. *Retrievability:* Files are arranged by subject, product, company and aircraft registration number. Files are held at HQ and regionally.

L Directorate (Laboratories)

This Directorate is responsible for the planning, direction and development of policy, and general supervision of Force capabilities related to laboratory services.

Manuals

- Laboratory Services Manual
- Methodology Manual
- Criminal Records Procedures Manuals
- Identification Investigator's Manual
- Fingerprint Manual
- Methodology and training guides as applied to forensic science
- Science Gas and Liquid Chromatography manuals
- Infrared and Ultraviolet Spectrophotometry
- Mass Spectrometry and Digital Electronic Integration
- National Firearms Manual

Classes of Records

Laboratory Services
RCMP-230
Description: Information on exhibits or samples obtained during the course of an investigation and submitted to an RCMP laboratory by Canadian law enforcement agencies for forensic examination. *Topics:* Firearms; ammunition; tools and glass; documents and paper handwriting; cheque writing; counterfeit currency and negotiable instruments; stamps; clothes; fibres; textiles; hair and blood (human and animal); urine; saliva; seminal and other stains; alcohol; body organs and tissue, explosives; fire debris; petroleum products; safe material. *Retrievability:* Files are arranged by subject, name of investigation or occurrence. *Storage Medium:* Paper and photographic film. *Special Access Note:* RCMP laboratories are situated in Halifax, Sackville, Montreal, Ottawa, Winnipeg, Regina, Edmonton and Vancouver. Persons requesting access to this class of records must indicate the location they wish to access.

Identification of Criminals
RCMP-240
Description: Information on the collection, compilation, dissemination, use and retention of criminal histories, fingerprints and photographs for the purpose of detection, prevention and suppression of crime, the security of the nation and related matters. *Topics:* Criminal histories; fingerprints; photographs; pardon files; certificates of previous conviction; fingerprinting of adults; juveniles; deceased persons; criminal history checks; release of criminal histories; security screening for federal government departments and crown corporations; return and destruction of fingerprints and photographs; international exchange of fingerprints and criminal histories; *Identification of Criminals Act; Criminal Records Act;* fingerprint identification of crime scene impressions; development evaluations of identification methods and techniques; identification of persons through facial composite drawings; identification of fingerprint impressions using laser; formulation and presentation of Identification Training packages for field personnel. *Retrievability:* Files are arranged by subject or project, fingerprint class and description. *Storage Medium:* Microfiche, film, EDP systems and paper.

Scientific and Technical Services
RCMP-250
Description: Information on the conduct, co-ordination, training and consultation in the areas of scientific, technical and operational research and development of the Force. *Topics:* Policy and research on toxicology, applied chemistry, serology, hair and fibre, alcohol, document examination, firearms and tool marks; photography and scientific instrumentation as they apply to forensic science; evaluation of scientific instrumentation and methodology; training of forensic scientists in the above fields; natural and human sciences research; scientific library service. *Retrievability:* Files are arranged by subject, organization and project. *Storage Medium:* Microfiche and EDP systems.

Firearms Registration
RCMP-260
Description: Information on the administration and policy of the National Firearms Registry and the Firearms Acquisition Certificate and Business Permit systems. *Topics:* Firearms or Restricted Weapons Registration Certificates; Firearms Acquisition Certificates; Minor Permits; Permits to Carry/Transport; Business Permits; Refusals and Revocations; liaison with Provincial Firearms Officers; appointment of legal counsel; assistance to Solicitor General's Firearms Policy Centre; Restricted and Prohibited Weapons; prohibitions; co-operation with federal government departments. *Retrievability:* Files are arranged by subject/topic, business, police agency or organization. *Storage Medium:* Paper, microfilm, and EDP systems.

Lost or Stolen Property - Wanted or Missing Persons
RCMP-270
Description: Information on Canadian and U.S. lost or stolen negotiable instruments or securities, firearms and other articles; arrest warrants; aliens. *Topics:* Canada Savings Bonds; money orders; counterfeit currency; lost or stolen passports; various stolen articles and other securities; firearms; wanted and missing persons; prohibited aliens. *Retrievability:* Records are arranged by subject and product or item by make, serial number and denomination. *Storage Medium:* EDP systems.

Fraudulent Cheque and Securities
RCMP-280
Description: Information on the RCMP repository of handwriting samples used in the commission of offences, which acts as a source for identification of offenders. *Topics:* Cheques; postal or bank money orders; travellers' cheques; holdup notes; forged medical prescriptions; hotel registrations; anonymous letters sent to government officials; fraudulent cheque policy and procedures. *Retrievability:* Files are arranged by address and subject. *Storage Medium:* Paper.

Photography and Audio-Visual Aids
RCMP-290
Description: Information on the central photo processing service for all RCMP units in Canada and the creation and acquisition of audio-visual aids for law enforcement training and police-community relations. *Topics:* Assessment of photographic and photo processing equipment; audio-visual aids; film and slide library; slide and film catalogue; co-operation with other law enforcement agencies; central photographic equipment maintenance; central photo processing. *Retrievability:* Files are arranged by product, title and project. *Storage Medium:* Paper, slides and films. *Special Access Note:* Copies of processed films are returned to the contributor; none are retained by L Directorate.

F Directorate (Information Access)

This Directorate is responsible for the analysis and review of proposed and existing federal and provincial privacy and access to information legislation, the development and application of policies and procedures to satisfy legislative requirements and responding to all requests for information received under the provisions of new or existing legislation.

Classes of Records

Policy and Research
RCMP-300
Description: Information on policy and research for existing and proposed privacy and access to information legislation concerning record collection, access, use and disclosure. *Topics: Canadian Human Rights Act*, Part IV; Freedom of Information; Canadian Bar Association model bill; Freedom of Information Bill C-15; Privacy and Access to Information Acts (Bill C-43); foreign privacy and access legislation; indexing and federal information banks; exemption from access; use of the social insurance number (SIN); liaison with other government departments and foreign agencies; statistics and activity reports.

Disclosures
RCMP-310
Description: Information on requests for access, correction or annotation, complaints, consultation between federal departments over release of information, policies and procedures governing access. *Topics:* Access requests under the *Access to Information and Privacy Acts;* assistance to other departments or agencies; policies and procedures governing access; and the application of exemptions and release procedures in general. *Retrievability:* Files are arranged by subject matter.

P Directorate (Protective Policing)

This Directorate is responsible for planning, developing, co-ordinating and directing the policies and activities of the protective policing functions of the Force.

Manuals

- Memorandum of Agreement (Transport Canada - RCMP)
- Security Containers Reference Book
- Laboratory Test Procedures and Standards
- Security Equipment Drill Guide
- Service and Maintenance Bulletins
- Equipment Specification Manuals
- Test Report Manuals
- EDP Security Standards and Practices

Classes of Records

Airport Policing
RCMP-320
Description: Information on planning, developing and co-ordinating the role of the force in the National Airport Policing and Security Program. *Topics:* Federal Statutes such as Criminal Code; *Aeronautics Act* and Regulations; Civil Aviation Security Measures Regulations; Airport Traffic Regulations; Government Airport Concession Operations Regulations; pre-board screening of passengers and crew; security of restricted areas; co-operation with airlines; co-operation with federal government departments; co-operation with local and foreign authorities; contingency planning and airport policing and security policy. *Retrievability:* Files are arranged by subject matter.

VIP Security
RCMP-330
Description: Information on planning, developing and co-ordinating personal and physical security programs for Canadians in Canada and abroad, for foreign dignitaries, foreign missions and residences and major national and international events. *Topics:* Visits of foreign dignitaries; protection of embassies and consulates, including personnel; analysis of physical threats to VIP's; liaison with other government departments; royal visits; training of VIP personnel; protection of Prime Minister and his family; protection of Governor General and Cabinet Ministers; protection of Supreme and Federal Court judges and other designated persons; and research on VIP security. *Retrievability:* Files arranged by project. *Storage Medium:* EDP systems.

Security Engineering
RCMP-340
Description: Information on the evaluation and design of security equipment and structures for the federal government. *Topics:* Structural and architectural building security concepts; intrustion detection systems; access control systems; mechanical security devices including locks and security containers, speech security; soundproofing; security equipment performance standards; training services to security personnel; classified waste destruction or disposal equipment; and human restraining equipment. *Retrievability:* Files arranged by subject, project, product, company or department. *Storage Medium:* Film, EDP systems and photographs.

Security Systems
RCMP-350
Description: Information on the planning and development of security programs to protect federal government buildings and properties, record holdings, computer installations, vital points, foreign diplomatic missions and private industries under federal government contract. *Topics:* Security inspections, consultations and training; contingency planning for non-criminal emergencies and disasters; *Bomb Disposal and Explosives Act;* speech security assessments and soundproofing; liaison and assistance to other government departments. *Retrievability:* Files are arranged by subject, project and name of department or company. *Storage Medium:* Paper and automated.

V Directorate (Telecommunications and EDP Services)

This Directorate is responsible for designing and implementing force-wide systems of electronic data processing (EDP) and telecommunication services. The nation-wide services are provided to the RCMP and other accredited law enforcement agencies.

Manuals

- Canadian Police Information Centre (CPIC) Reference Manual
- EDP System Development Plan
- Annual EDP Report and Plan
- National Directory
- Master Lesson Plans - CPIC Files
- Communications Security Handbook

Classes of Records

Systems Analysis and Programming
RCMP-360
Description: Information on EDP analysis, design, development, implementation and maintenance of operational and administrative systems. *Topics:* EDP research studies for police applications; user programming assistance and consulting services; project plans; analysis, design, feasibility, development and implementation reports; post-implementation reviews; review and update of maintenance; Users' Guide and Operational Manuals. *Storage Medium:* Paper, word processor, disc and magnetic tape storage.

Software Engineering
RCMP-370
Description: Information on the analysis, design, development, implementation and maintenance of software. *Topics:* Analysis, design, development, implementation and maintenance of customized systems used in support of EDP applications; analysis, design, development, implementation and maintenance of customized communications systems software used in support of telecommunications services; specifications, evaluation, selection standards, implementation and maintenance of vendor-supplied operating systems and proprietary software. *Retrievability:* Products or documents are filed under an internally assigned number based on category and subject.

Systems Integration
RCMP-380
Description: Information on the co-ordination of EDP security and standards, data base administration services and quality assurance of EDP systems prior to release. *Topics:* Electronic data processing and computer communications security; terminals and switcher site security; threats to EDP security; recovery and contingency planning for re-establishment of V Directorate computing facilities; access rights to CPIC system and identification of all users; passwords and file algorithms; EDP standards; test and quality control techniques and procedures. *Retrievability:* Files are arranged by subject and assigned a user's code. *Storage Medium:* EDP systems.

Systems Research and Planning
RCMP-390
Description: Information on research, planning and evaluation of computer systems. *Topics:* Research studies in EDP and computer communications systems technology; systems planning and co-ordination to ensure cost effective acquisition and implementation of EDP resources; systems performance evaluation. *Storage Medium:* EDP systems.

Computer Operations
RCMP-400
Description: Information on the operation of the central computer systems data preparation and control services and the environmental support of central EDP facilities. *Topics:* Computer system use and availability of hardware and software; on-line availability reporting system; RCMP Data System; data control and tape library services; environmental engineering support services; cost accounting for services provided; co-ordination and control of EDP equipment; statistics on hardware status, performance and suitability. *Retrievability:* Statistical files held at HQ and arranged by system and type of statistics.

Liaison Services
RCMP-410
Description: Information on liaison, audits, training and information services to Canadian Police Information Centre (CPIC) users, and support for the CPIC Advisory Committee. *Topics:* Development and monitoring of CPIC audits; policy; identification and evaluation of remote terminal services for CPIC; CPIC training requirements; Off-line searches (crime solving); auditing of computer interfaces and record keeping functions; audit standards and procedures; CPIC Advisory Committee minutes; EDP information and developmental services. *Retrievability:* Files are arranged by item, project and subject.

Communications Security
RCMP-420
Description: Information on the evaluation and need for secure communications and the selection, installation and maintenance of communication security equipment. *Topics:* Planning and research of cryptographic equipment; training of personnel; liaison with other government departments and countries; acquisition, installation and maintenance of cryptographic and other high security communication equipment; technical standards and operational procedures of communication security (Comsec) equipment; electromagnetic interference (EMI) evaluations and specifications; Comsec policy and guidelines. *Retrievability:* Files are arranged by activity, program or project. *Storage Medium:* Paper and automated.

Network Services
RCMP-430
Description: Information on the operation of data network services for the Force. *Topics:* Operation, development and control of wire services and related equipment, excluding Comsec requirements; design, installation, operation, maintenance, evaluation and analysis of the data communications network facilities; technical assessment, standards implementation and network design of telecommunications systems, excluding radio communication; establishment and monitoring of operating standards and procedures for the various communications networks.

Telecommunications Development and Research
RCMP-440
Description: Information on the telecommunication services given to the police community, the provision of standards, specifications for communications systems and forecasting requirements. *Topics:* Telecommunications systems specifications; performance evaluation and systems analysis; liaison with other police force research groups and other government departments; consultation and advice to the police community; feasibility studies; field questionnaires; concept reports; and requirement statement reports, research documents and field evaluations. *Retrievability:* Files are arranged by project or an assigned numerical index. *Storage Medium:* Paper systems.

Telecommunications Engineering
RCMP-450
Description: Information on communications systems and equipment engineering and development, technical research, communication, ancillary equipment evaluation and selection, maintenance engineering and technical policy. *Topics:* Performance standards; purchase specifications; evaluation reports; project reports, system descriptions, frequency schedules and networks; diagrams and plans; engineering briefs; maintenance and installation reports; licences; electronic safety equipment; radar speed measuring devices and principles; video and other closed circuit television (CCTV) services and facilities. *Retrievability:* Files are arranged by activity, location, equipment, manufacturer, type, model or application.

Canadian Police Information Centre (CPIC)
RCMP-460
Description: Information on unsolved crimes and known criminals stored on the CPIC computerized information system. The information originates from the RCMP and other accredited Canadian law enforcement agencies. *Topics:* Criminal Record Synopsis; vehicles and licence plates lost, stolen and suspect; boats lost, stolen and suspect; persons wanted, charged, missing, suspect; prohibited persons/liquor, firearms, vehicle and boat operation; property lost, stolen; dental characteristics file; and motor vehicle registrations. *Retrievability:* Files are arranged by subject and an assigned user's code. *Storage Medium:* Magnetic tape and high density disk.

R Directorate (Records and Publications)

This Directorate is responsible for planning and directing the RCMP policies and programs for record keeping, publications, paperwork, micrographics, information systems and the RCMP identity program.

Manuals

- Records Management Manual
- Directives Writers' Guide
- Correspondence Practices Handbook
- Employee Orientation Handbook

Classes of Records

Records Management
RCMP-470
Description: Information on the planning, development and implementation of operational and administrative records, systems and programs; mail, messenger and library services. *Topics:* Records inventories; subject records classification; systems and indexes; management of records offices; records retrieval and reference services; records scheduling and disposal; mail and messenger services; correlation of records to their appropriate class and personal information bank; records equipment; essential records; records security; professional development and user orientation; information management. *Storage Medium:* Microfilm, EDP systems.

Publication and Paperwork Management
RCMP-480
Description: Information on the planning, development, implementation and control of publication and paperwork programs. *Topics:* Collection, organization, editing, publishing and monitoring of directives (official manual system); review and analysis of forms and forms systems; planning of techniques and procedures for processing correspondence; creation and maintenance of reporting systems; application and analysis of word processing systems; co-ordinating and monitoring RCMP Identity Program.

A Directorate (Staffing and Personnel)

The Directorate is responsible for planning and directing the policies and programs of the Force related to the organization and management of its human resources.

Official Languages Directorate

Official Languages is responsible for the implementation and co-ordination of a unified program, within the Force, for compliance with the *Official Languages Act* and related policy directives.

S Directorate (Supply and Services)

The Directorate is responsible for directing the planning, development, implementation and evaluation of RCMP policies and programs related to accommodation, transport, material, food, miscellaneous services and internal energy conservation.

H Directorate (Health Services)

This Directorate is responsible for planning, organizing and directing the policies and programs of the Force on medical and dental treatment, occupational health and safety and environmental health, developing pre-engagement medical standards for applications and initiating and co-ordinating research projects in physical fitness and psychological testing.

The Chief Financial Office

The Office is responsible for budgeting and accounting systems, financial administration, the annual program forecast, estimates, analysis of expenditures and revenue trends, implementation and maintenance of financial accounting and reporting systems and direction of financial policies.

The Classes of Records and Topics which describe the records maintained by these directorate policy and co-ordinating centres are shown under the standard Class of Records section of the Register.

N Division (Training)

This Division is responsible for planning, organizing, staffing, directing and controlling the facilities, resources and operations of the Canadian Police College and providing public relations and ceremonial services for the Force in Canada and abroad.

Manuals

- Equitation Handbook
- "Course Training Standards" for all courses offered at the College.

Classes of Records

Public Relations and Ceremonial Services
RCMP-490
Description: Information on planning, developing and co-ordinating the activities of the Musical Ride and the RCMP Band. *Topics:* Breeding and training horses for the Musical Ride; equitation training of Musical Ride personnel; training members for the Band; transportation, accommodation, tours, immigration and customs requirements, ceremonial services and promotional materials for the Musical Ride and the Band.

Canadian Police College
RCMP-500
Description: Information on training, research, information and advisory services provided to Canadian and foreign law enforcement agencies. *Topics:* Investigational, management, training and instructional techniques and crime prevention courses; course planning, loading and evaluation; research and information dissemination on social, cultural, economic, commercial and technological changes affecting law enforcement; library service for the HQ Division complex and the Canadian Police College.

Depot Division

This Division is responsible for providing basic training to new recruits to prepare them for their future duties and responsibilities in the RCMP.

Manuals

- Course Training Standards
- CPIC Reference Manual
- Crime Detection Laboratory Manual
- Fingerprint Manual
- Explosives and Improvised Explosives Services Manual
- Cavalry Drill Manual
- Tactical Operations Manual
- Smith System of No-Accident Driving
- Fast Driver Handbook
- Sportsmanlike Driving
- National Firearms Manual
- Firearms Training Manuals
- Vendor-Supplied Instruction Manuals

Classes of Records

Academic Subjects
RCMP-510
Description: Information on all academic training provided to new recruits. *Topics:* Criminal law; federal statutes; interrogation techniques; official directives system; operational training-simulation; report writing; first aid; care and handling of prisoners; human relations-crime prevention and community-police relations; applied human behavior for police intervention; victimology; ethical conduct; effective presentation; personal hygiene; history of policing and the Force; technical services-identification; communications-radio; CPIC; progress reports and assessment of recruits. *Retrievability:* Files are arranged by subject. *Storage Medium:* Paper and video tapes

Physical Subjects
RCMP-520
Description: Information on all physical training provided to new recruits. *Topics:* Physical fitness; self-defence; firearms training; swimming; drill; tactical troop training for crowd control; driver training and law enforcement; and progress reports and assessment of recruits. *Retrievability:* Files are arranged by subject. *Storage Medium:* Paper and videotapes.

Armourer
RCMP-530
Description: Information on the repair, maintenance and evaluation of revolvers, pistols, rifles, shotguns and other specialized firearms for the RCMP. *Topics:* Testing and evaluation of new firearms and ammunition; maintenance and repair of firearms; quality control inspection of newly procured firearms; log book on issue of firearms; machine shop facilities; liaison and assistance to other government departments, accredited law enforcement agencies and private sector.

Operational Divisions

The Operational Divisions are responsible for the detection, suppression and prevention of crime within established geographical boundaries. They provide provincial and in some areas, municipal policing services under contractual arrangements, except for the provinces of Quebec and Ontario, where the RCMP enforces federal statutes mainly.

Manuals

- Planning

- Uniform Crime Reporting
- Audit Manuals
- EDP Manuals
- Public Relations and Crime Prevention Manuals
- Counterfeit Detection Manual
- Currency Reference Manual
- RCMP Laboratory Services Manual
- Export and Import Permits Act Handbook
- D Memoranda
- Automated Information Customs Services Manual
- Criminal Intelligence Services Canada, Constitution and Regulations
- EDP Systems Manuals
- Employment and Immigration Manuals
- Passport Examination Manual
- Undercover Manual
- National Firearms Manual
- Transport Canada - RCMP Memorandum of Agreement
- Disaster Plans and Emergency Procedures Manual
- HQ Special I Branch Policy Manual
- Divisional Special I Section Policy Manual
- Physical Surveillance Techniques from Basic Training
- Special O Supplements and Directives
- Manufacturers' Key Code Reference Book
- Security Containers Reference Book
- Laboratory Test Procedures and Standards
- Equipment Specifications Manuals
- Test Report Manuals
- EDP Security Standards and Practices
- Security Inspection Manual
- CPIC and Automated Information Systems Manuals
- Records Management Manual
- CPIC Manual
- Fingerprints and Footwear Manuals
- Laboratory Service Manual
- Identification Methods and Techniques Instruction Set
- Identification Investigator's Manual
- Telecommunications Handbook
- Telecommunications and EDP Manual

Classes of Records

Planning

RCMP-540

Description: Information on the formation, correlation and monitoring of operational administrative short and long-range plans for the division, program forecast and divisional proposals on the organization and evaluation of management and performance. *Topics:* Operational assistance reporting system; uniform crime reporting system; man-hour reporting system; unit and program performance measurements; research projects; EDP co-ordination. *Retrievability:* Files are arranged by project, program and unit name.

Police Community Relations and Crime Prevention

RCMP-550

Description: Information on the promotion of good police-community relations to obtain public co-operation and support in crime prevention and law enforcement. *Topics:* Lectures by members of the Force; invitations to attend functions; police week program; programs to safeguard against crime; letters of appreciation; blood donor clinic; crime prevention centre bulletins; collection of funds for charitable organizations; conferences and seminars; visits by outside agencies; liaison and public relations.

Commercial Crime

RCMP-560

Description: Information on frauds and corruption in the federal and provincial governments, as well as frauds and related offences pertaining to bankruptcies, securities and income tax crimes, corporate and business frauds and organized white-collar crimes on a national and international scale. *Topics: Enforcement of Bankruptcy Act, Copyright Act, Securities Act, Canada Elections Act, Weights and Measures Act,* federal and provincial government grants and guaranteed loans, *Combines Investigation Act, Farm Improvement Act, Tax Rebate Discounting Act* and other related federal statute offences; frauds, false pretences, forgeries, conspiracies, theft, receiving benefits, secret commissions, breach of trust and other Criminal Code violations; agreements with other federal and provincial authorities; co-operation and assistance to domestic and foreign law enforcement agencies; and Securities Fraud Information Centre. *Retrievability:* Files are arranged by business, organization or subject. *Storage Medium:* EDP Systems and microfiche.

Customs and Excise

RCMP-570

Description: Information on the planning, development, implementation and co-ordination of an ongoing Customs and Excise enforcement program within the RCMP. *Topics: Customs Act; Excise Act; Excise Tax Act; Export and Import Permits Act; Cultural Property Export and Import Act; National Energy Board Act; Petroleum Administration Act* and associated warrants; customs fraud and conspiracies under the Criminal Code; smuggling offences and commercial smuggling; illegal exportation and importation of cultural goods; illicit spirits; tax and duty-free articles; search warrants and Writs of Assistance; liaison and assistance to other police forces and government departments; related Customs and Excise policy material. *Retrievability:* Files arranged by business, organization, activity, program and project.

National Crime Intelligence Services

RCMP-580

Description: Information on the RCMP criminal intelligence program concerning organized crime. *Topics:* Dissident groups; major racketeers; organized crime; securities frauds; gambling; extortion; counterfeiting; prostitution; corruption, bankruptcies; drugs; pornography; major thefts; smuggling; *Income Tax and Customs Act;* co-operation and liaison with local, domestic and foreign authorities; surveillance; joint force operations; reporting procedures; sects, cults and mind development groups involved in criminal activities. *Retrievability:* Files are arranged by business, organization, activity or project.

Immigration and Passport

RCMP-590

Description: Information on the enforcement of the *Immigration and Citizenship Acts,* passport offences under the Criminal Code and assistance to foreign law enforcement agencies on international terrorists and criminals. *Topics:* Enforcement of *Immigration and Citizenship Acts;* fraudulent use of SIN cards and passports; lost or stolen passports; co-operation and assistance to domestic and foreign authorities; court rulings and judgements; wanted persons; citizenship court; ports of entry and security; seminars; immigration warrants; monitoring and surveillance of selected criminal targets; joint force operations; ethnic groups, illegal aliens; deportees; international terrorists and criminals. *Retrievability:* Operational case files are arranged by activity, program or project.

Drug Enforcement
RCMP-600
Description: Information on drug enforcement including undercover drug operation and intelligence programs. *Topics:* Enforcement of *Narcotic Control Act*, and the *Food and Drugs Act*, Parts III and IV; evaluation of drug trafficking intelligence; illegal importation of drugs; handling and disposition of exhibits; search and forfeitures; co-operation and liaison with domestic and foreign authorities; writs; assistance. *Retrievability:* Operational case files are arranged by business or organization, subject or project.

General Investigation Services
RCMP-610
Description: Information on the enforcement, prosecution and prevention of offences under the Criminal Code and federal and provincial statutes. *Topics:* Enforcement of *Aeronautics Act* and Regulations, Criminal Code, *Liquor Act, Livestock Act, Branch Inspection Act, Weights and Measures Act* (Odometer), *Canada Shipping Act, Explosives Act, Income Tax Act, UIC Act, Migratory Birds Convention Act* and to a lesser extent other federal and provincial statutes; Canadian Home Insulation Program; security enquiries; Force applicants and pardon investigations; assisting VIP activities; locating missing persons; demonstrations and riots; liaison and assistance to other federal government departments and domestic and foreign law enforcement agencies. *Retrievability:* Files are arranged by business or organization and subject or project. *Storage Medium:* EDP systems.

Airport Policing
RCMP-620
Description: Information on the division's role in the implementation and co-ordination of the National Airport Policing and Security Program — primarily in the protection of civil aviation and holding actions pertaining to criminal acts pending the arrival of the police department having jurisdiction. *Topics: Aeronautics Act* and Regulations; Civil Aviation Security Measures Regulations; Airport Traffic Regulations; Government Airport Concession Operations Regulations; security of aircraft passengers and crew; assistance to federal government departments, local and foreign authorities; airport policing and security policy; federal and provincial statutes; assistance to other RCMP investigational sections. *Retrievability:* Files are arranged by subject or project. *Storage Medium:* EDP systems.

General Detachment Policing
RCMP-630
Description: Information on the RCMP's overall operational role in the enforcement of federal statutes, the Criminal Code, provincial statutes and municipal by-laws, where applicable, as well as assistance to the general public and crime prevention. *Topics:* Enforcement of the Criminal Code, *Narcotic Control Act, Food and Drugs Act, Customs and Excise Act, Immigration Act* and other federal statutes; provincial statutes and municipal by-laws; traffic accidents; applicant investigations; security enquiries; claims and complaints against the RCMP; outstanding warrants; street checks; lost and found property, missing persons and other assistance to the general public; firearms and other issued permits to the public; intelligence information; emergency contingency plans; VIP and property protection; liaison and assistance to other police forces. *Retrievability:* Files are arranged by business, organization, subject, activity and, program or project.

Law Enforcement Support
RCMP-640
Description: Information on the technical and physical surveillance services supporting criminal investigations. *Topics:* Authorizations to intercept private communications and intercepts under the Criminal Code, Part IV.1; assistance to operational sections in gathering evidence and intelligence on designated targets involved in Criminal Code and federal statute offences; monitoring logs and transcripts; technical reports on equipment and services; physical surveillance reports; co-operation and liaison with local authorities; acquisition and maintenance of technical surveillance aid equipment. *Retrievability:* Files are arranged by business or organization, activity and, program or project. *Storage Medium:* Paper, audio, video tapes and film.

VIP Security
RCMP-650
Description: Information on the physical and personal security programs for Canadian and foreign dignitaries, foreign missions and residences, and related events, both domestic and foreign. *Topics:* Protection of the Prime Minister and his family, the Governor General, Cabinet Ministers, the Supreme and Federal Court Judges along with other designated persons; visits of foreign dignitaries; protection of embassies and consulates including personnel; liaison with other government departments; Royal visits; analysis of physical threats to VIP's; bomb threats and X-ray of unidentified objects; research on VIP security. *Retrievability:* Files are arranged by subject or project.

Security Engineering
RCMP-660
Description: Documentation and information on all criminal and national security investigations, evaluation and design of security equipment and structures for the RCMP, federal government departments, foreign diplomatic missions, other law enforcement agencies, provincial government and private industries under federal government contract. *Topics:* Structural and intrusion techniques and technical aids pertaining to all locking devices, alarm systems and security containers (commercial or federal government safe specifications); locksmithing key codes and other key codes maintained at Security Engineering level; structural and architectural building security concepts; alarm systems; access control systems; mechanical security devices; locks and security containers; speech security and soundproofing; security performance standards; training services to security personnel; classified waste disposal; human restraining equipment; security of police equipment. *Retrievability:* Files are arranged by subject, project and, company or department.

Security Systems
RCMP-670
Description: Information on the planning and development of security programs to protect federal government buildings and properties, record holdings, computer installations, vital points, foreign diplomatic missions and private industries under federal government contract. *Topics:* Security inspections, consultations and training; contingency planning for non-criminal emergencies and disasters; *Bomb Disposal and Explosives Act;* speech security assessments and soundproofing; liaison and assistance to other government departments. *Retrievability:* Files are arranged by subject, project and name of department or company. *Storage Medium:* Paper and photographs.

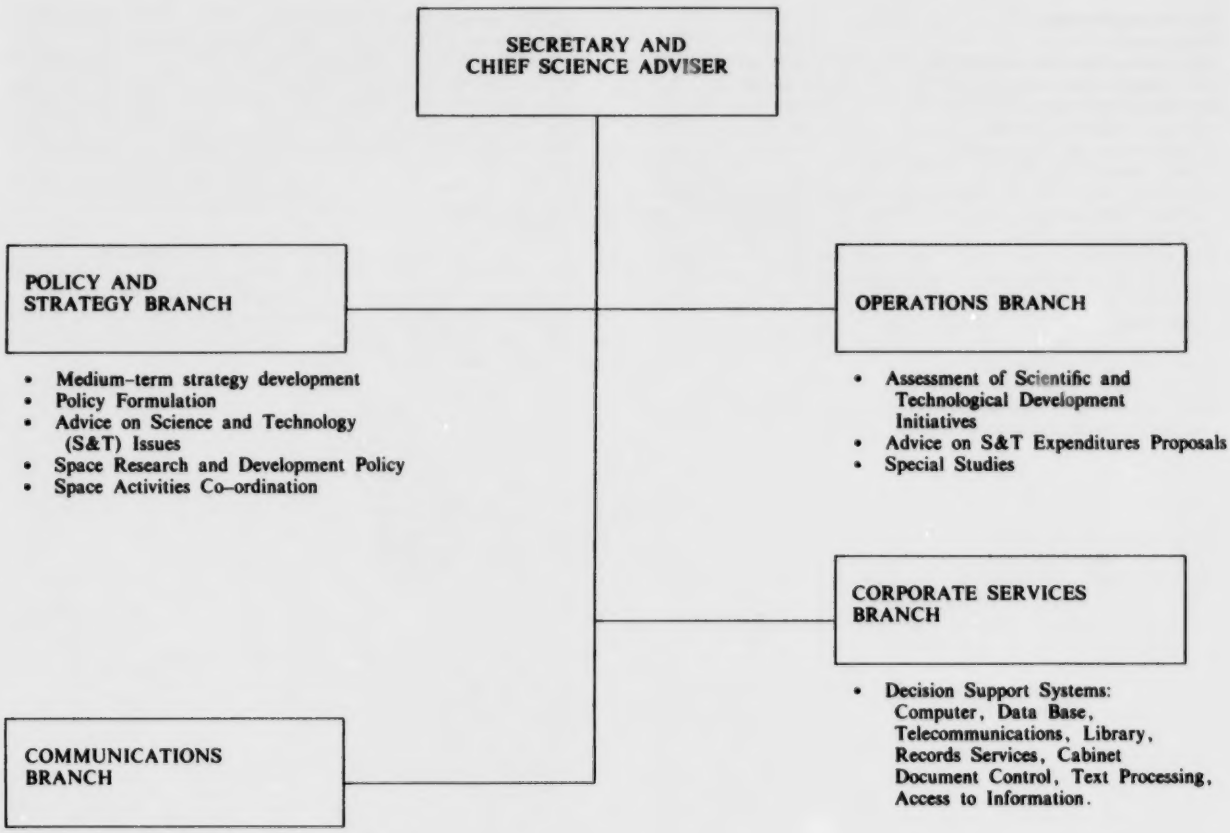
Crime Index Services
RCMP-680
Description: Information on the personal history, movements and whereabouts of suspicious persons or known criminals. *Topics:* Correlation of crime-related information from various operational units and other sources; assistance to investigative units in identifying possible offenders; liaison and assistance to domestic and foreign law enforcement agencies; personal history, movements and whereabouts of known criminals or suspicious persons, parolees, companies, associations and organizations; wanted and missing persons; outstanding arrest warrants. *Retrievability:* Files are arranged by business or organization, subject, project and FPS number. *Storage Medium:* Paper, microfiche or EDP.

Identification Services
RCMP-690
Description: Information on the identification support services given to investigators for the purpose of crime prevention and detection, law enforcement and national security. *Topics:* Examinations and photography in relation to crimes, scenes of crimes and accident scenes; fingerprinting and photographing of criminals; correlation of fingerprints; fingerprinting for visa, pardon, security clearances, applications and public servants; examination and identification of exhibits; personnel photography; photography and other techniques for the preservation of evidence; research, evaluation and purchasing of photographic equipment; liaison and assistance to local accredited police departments. *Retrievability:* Files are arranged by *Retrievability:* Files are arranged by subject, project or activity. *Storage Medium:* Films.

Telecommunications Services
RCMP-700
Description: Information on the evaluation, procurement, installation and maintenance of telecommunications equipment in support of the operational requirements of the division. *Topics:* Secure communications systems; CPIC system; various facsimile systems; closed circuit television; evaluation, purchasing, installation and maintenance of telecommunications equipment; log books of incoming and outgoing radio calls; communications assistance to VIP and other special operations; liaison with private sector; intercom and telephone systems. *Retrievability:* Files are arranged by subject, company name or project.

Native Policing
RCMP-710
Description: Information on the development, implementation and coordination of policies, strategies and programs for the delivery of police service to the native community. *Topics:* Policing Indian Reserves; co-operation and liaison with native associations; Native Special Constable Program; native constable workshops; and tribal police programs.

Ministry of State for Science and Technology



ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
MINISTRY OF STATE FOR SCIENCE
AND TECHNOLOGY
7TH FLOOR, 122 BANK STREET
OTTAWA, ONTARIO
K1A 1E7

Background

In 1971 the Ministry of State for Science and Technology (MOSST) was established by Order-in- Council for the purpose of formulating and developing policies in relation to the activities of the Government of Canada that affect the development and application of science and technology and was presided over by a Minister of State and a Secretary reporting to the Minister.

In July 1983 the Prime Minister appointed the Secretary as the Chief Science Advisor (CSA) to the government with the responsibility for providing expert and dispassionate advice to cabinet and its committees on priorities for, and the planning of, Canada's overall science and technology effort.

This change of role necessitated that the Ministry be re-organized in order to give the CSA direct access to cabinet. The new organization permits MOSST to perform the central agency function of formulating policies and providing advice on science and technology to the federal government. Its mandate covers the science and technology activities of departments and includes other activities, such as those of industry and universities insofar as they interact with the federal government.

Overall Responsibilities

The responsibilities of the Ministry, as set out in the 1971 Order-in-Council, are to formulate and develop policies as well as give advice with regard to: the establishment of priorities for science and technology; the support of science and technology and its application in furthering national objectives; the optimum investment in science and technology by government, industry and universities; the co-ordination of federal science and technology programs with other government policies; co-operation with the provinces, other organizations and other nations; the organization of science and technology in the public service; the allocation of financial and personnel resources; and the extent and nature of Canada's participation in international scientific undertakings.

On July 31, 1980 MOSST was designated as the lead department for space research and development policy and the co-ordination of space activities among federal government departments and agencies. On July 15, 1983 MOSST was given additional responsibilities for: advising on the integration of a long-range scientific perspective into the policy development process and into specfic proposals put forward by departments and ministries; on the identification of areas which are science and technology intensive and which will have a significant impact on Canada; and on the quality and effectiveness of science and technology policies; assessing the science and technology related policies and programs of the federal government as they relate to the provincial governments and the industrial and university sectors in Canada and foreign countries which have an impact on the Canadian economy; identifying those areas of significant impact on the economy, on society, on international relations and national defence, recommending priorities for science and technology and developing cohesive and comprehensive strategies to achieve them.

Organization

The Ministry is organized into three branches: Operations, Policy and Strategy and Communications. Administrative, Finance and Personnel services are common to MOSST and the Ministry of State for Economic and Regional Development (MSERD) because of their close relationship.

General Information

Reports, brochures, speeches, press releases as well as other publications issued by the Ministry are available through:

Communications Branch
4th Floor, Jackson Bldg.
122 Bank Street
Ottawa, Ontario
K1A 1E7
Telephone: (613) 996-0326

Access Procedures

Formal requests should be directed to:

Access to Information and Privacy Co-ordinator
Senior Departmental Advisor
Department of Regional Industrial Expansion
235 Queen Street
Ottawa, Ontario
K1A 0H5
Telephone: (613) 996-0464

Note: All the records created prior to July 15, 1983, listed in the 1983 Edition have been forwarded to the Public Archives of Canada.

Operations Branch

The branch provides the CSA and the cabinet committee system with advice on scientific and technological development initiatives and related expenditure proposals and on initiatives to improve the co-ordination and delivery by departments of programs of a scientific and technological nature and of programs related to the economic and social impact of science and technology (S&T). The branch also responds to requests for special studies.

Policy and Strategy Branch

The branch develops the federal government's medium-term strategies on science and technology (S&T), formulates coherent and comprehensive S&T policies, which take into account their effect on the economic and social fabric of the nation, and provides the CSA, the Minister and the cabinet committee system with advice on longer range science and technology issues that are likely to have an impact on the the economic and social development of the country. This branch also develops space research and development policy and co-ordinates space activities among government departments and agencies.

Communications Branch

The branch advises the Minister, the Secretary and the Cabinet on the public information aspects of science and technology initiatives and evaluates the effectiveness of the government's public information activities in the science and technology fields. The branch develops, implements and co-ordinates strategic public documents and statements to ensure that the government effectively communicates its overall economic and social development policy directions and activities in the area of science and technology, to general and specialized regional, national and international publics. It also provides a public affairs support to the Minister and the Ministry.

Corporate Services

These services are provided by the Ministry of State for Economic and Regional Development. This branch develops and maintains all financial, personnel, administrative and decision support services for the efficient and effective operation of the Ministry. These services include the development and maintenance of integrated office and information systems and comprehensive documentation on government science and technology policies and programs.

Ministry of State for Science and Technology

Operations Branch

Classes of Records

Science and Technology
MSST-10
Description: Information on any subject of a scientific nature with national policy development implications. *Topics:* Agriculture; aid and assistance — foreign; associations, clubs, societies, councils; astronomy; astrophysics; biology; botany; chemistry; economics; electronics; energy; environment; medical; government departments and agencies; physics; psychology; radiobiology; research institutes; and international science co-operation.

Committees
MSST-20
Description: Information used to co-ordinate the overall government policy on science and technology. *Topics:* Advisory Committee on Northern Development; environment committees; North Atlantic Treaty Organization committees; Organization for Economic Co-operation and Development committees; and space committees.

Conferences, Meetings, Symposia and Seminars
MSST-30
Description: Records of correspondence on agendas, notices, minutes of meetings, proceedings, memberships. *Topics:* Conferences (scientific and technological); associations; governments (international, national); industries; and universities.

United Nations General Assembly Matters
MSST-40
Description: Information on the General Assembly and related activities, the Economic and Social Council, specialized agencies and educational, scientific and cultural organizations. *Topics:* United Nations Economic and Social Council and related activities; United Nations Educational, Scientific and Cultural Organization; United Nations specialized agencies and related activities.

Statistical Report Files
MSST-50
Description: Machine readable files used in the preparation of reports by MSST policy branches and the Science Statistics Centre of Statistics Canada. Unless the reports are updated periodically, the relevant files are deleted shortly after a report is complete. *Topics:* Statistics relating to science and technology (specific topics may vary from time to time). *Storage Medium:* Magnetic tape.

Policy and Strategy Branch

Communications Branch

Classes of Records

Federal-Provincial Co-operation
MSST-60
Description: Co-operation and liaison activities with other federal government departments, agencies and provinces; and Canada's international bilateral and multilateral relations in areas of mutual interest for potential collaboration, etc.

Federal Government Institutions
MSST-70
Description: Co-operation and liaison between federal government departments and agencies, including the Science Council and the National Research Council which report to Parliament through the Minister of State for Science and Technology.

North
MSST-80
Description: Scientific and technological information on Northern Canada and Arctic U.S.A.. *Topics.* MacKenzie Valley Pipeline Inquiry; Maple Leaf Project; Northern Arctic; offshore drilling and Beaufort Sea; research and development; and science and technology projects — inventory 1975-76.

Oceans
MSST-90
Description: Scientific and technological information on oceans. *Topics:* Buoys; ice-covered waters; mining; ocean industry; and ocean resource management program.

Program Review and Assessment
MSST-100
Description: Information on budgetary process on matters with a significant science and technology content and evaluation and advice on annual science and technology programs of federal departments and agencies. *Topics:* Briefings; departmental science budgets; and thrust areas and overviews (budgets).

Main Estimates Science Addenda
MSST-110
Description: Annual Survey results (confidential unit published) used to produce the yearly MSST publications *Federal Science Activities* and *Federal Science Expenditures and Personnel*, various specialized reports and to up-date the Statistics Canada federal government historical science series. Used within the Ministry as a working tool for presentation of information notes and to advise on policy development. *Topics:* Statistics on federal expenditures and manpower devoted to research and development and science and technology activities in the natural and human sciences. *Retrievability:* Expenditure data by activity, performer, departmental program; data by application area are also available; personnel data by occupational category and departmental program.

Multi-Year Operational Plans — Science Addenda
MSST-120
Description: Annual survey results used for the preparation of cabinet memoranda and other briefings by and for other departments and agencies, on scientific research and development resource allocations. *Topics:* Statistical data on approved or proposed expenditures on science and technology, research and development for both natural and human sciences.

Science Co-operation International
MSST-130
Description: Information on the development of Canada's international relations in science and technology, including science and technology agreements, co-ordination of missions, visits to and from various countries and science co-operation. *Topics:* Agreements, pacts, treaties; international studies and surveys; and visits by dignitaries from and to foreign countries.

Industry
MSST-140
Description: Information on incentives, innovation, intellectual property, make-or-buy policy and transfer of technology. *Topics:* Awards to inventors, copyrights and trademarks; incentive programs (Program for Advancement of Industrial Technology, Defence Industry Productivity, *Industrial Research and Development Incentive Act*); investment capital for innovation; licensing; make-or-buy assessment; patents; and transfer of technology.

Research and Development
MSST-150
Description: Information on research and development decision-making, surveys, expenditures, contracts, stimulation of research and

development in geographic regions and strategic planning for the automotive industry. *Topics:* Data requirements; directory of industrial research and development; research and development; research and development action plan (by region); research and development — automotive industry; and U.S. multinational study.

Technological Assessment and Forecasting
MSST-160
Description: Information on trends and potential developments in science and technology, government participation in future studies, technological implications of the "conserver society" and long-term problems for Canadian industry. *Topics:* Forecasting methodology; future studies; GAMMA project; long-term priorities; and social indicators.

Science Indicators Project
MSST-170
Description: Data on industrial research and development expenditures and personnel, updated every two years and used to produce the *Science and Technology Indicators Manual*. *Topics:* Time series of research and development expenditure and personnel in Canadian industries and some international comparisons, since 1963; data from Science Statistics Centre, OECD, National Science Foundation (USA) and other Statistics Canada sources.

Space
MSST-180
Description: Correspondence related to space policy, agencies and organizations; co-operation and satellites. *Topics:* Agencies and organizations; aeronautical satellite development program; Canadian domestic satellite communication system; Communication Satellite Corporation; communication technology satellite; international satellite ionosphere studies; international telecommunications satellite; Landsat; Canadarm; launchers; and Seasat.

Space-Related Capabilities
MSST-190
Description: Information from survey of space-related capabilities in Canadian industry used to support the space program, particularly to analyze the impact of the space program on the Canadian space industry. *Topics:* Manpower, research and development expenditures; sales for companies involved in space activities.

University and Post-secondary Education
MSST-200
Description: Information on post-secondary education, awards for graduate study in science, research, federal support and funding, institutes, colleges and highly qualified manpower projections. *Topics:* Highly qualified manpower projection model and use; graduate students support and awards; university research — general; university research costs — studies.

Highly Qualified Manpower
MSST-210
Description: Information on the highly qualified manpower (HQM) model and data base which provides projections of demand for university graduates by field of study 1972-1985. *Topics:* Occupation projections; occupation — education (field of study) matrix; and computer programs (APL). Based on major extracts from Statistics Canada HQM Post-censal survey. Several publications of the Ministry are based on this data.

NRC-NSERC Grants
MSST-220
Description: Data on all grants of the National Research Council and Natural Sciences and Engineering Research Council from 1964 to 1980, used to analyze trends in the funding of university research and the natural and engineering sciences. *Topics:* Name of grantee; type of award; amount; institution; and department and granting council.

University Funding by Federal Departments
MSST-230
Description: Data, also available through the National Research Council (DEPART.DAT), on all grants and contracts to universities from federal departments since 1972. Up-dated annually, it is used for analyzing trends in the funding of university research in the natural and engineering sciences. *Topics:* Name of grantee; type of award; amount; institution; and department and funding agency.

Corporate Services Branch

Classes of Records

Administration
MSST-240
Description: Information on the internal administration of MSST. *Topics:* Administration; finance; personnel; equipment and supplies; and services.

Personnel System
MSST-250
Description: Information on establishment listing. Internal reports, of which extracts or summaries are published in MSST's annual reports and elsewhere. *Topics:* Organization chart; job classifications; and incumbents' names.

Finance System
MSST-260
Description: Information on internal financial reporting. *Topics:* Transactions; cash flow and budget status for each administrative unit.

Library Catalogue
MSST-270
Description: "ULISYS" library catalogue searching and circulation control system.

Mailing List
MSST-280
Description: Produces labels for MSST mail-outs. *Topics:* Names and addresses of those to whom MSST distributes information on a regular basis.

Director of Scientific Capabilities
MSST-290
Description: Survey results (1977 only) used to produce and publish the *Directory of Technological Capabilities in Canadian Industry (1977)*. Are also used for mailing lists and to respond to queries concerning data in the Directory. *Topics:* Locations; products; research and development facilities; and activities and personnel of some scientific and technological groups associated with Canadian industry.

Background

The Science Council of Canada was created by the federal government in 1966 to provide independent advice on science and technology policy for this country. Its duties are set out in the *Science Council of Canada Act* and were enlarged by amendments made in 1978.

Overall Responsibilities

The Council's responsibilities are to assess the scientific and technological resources, requirements, and potential of Canada, to make appropriate recommendations to the Minister of State for Science and Technology, and to seek to increase public awareness of scientific and technological policy issues in Canada. It reports to Parliament through the Minister. Although the Minister may refer specific matters to the Council for its consideration and advice, it operates largely at "arm's length" from the machinery of government. In particular, the Council designs its own program for the execution of its mandate and is free to publish its findings and any reports prepared for its use.

Organization

The Council consists of a chairman (the chief executive officer), a vice chairman and up to 28 members appointed by the Governor in Council who have a specialized interest in science or technology. Aside from the chairman and vice chairman, members serve without remuneration.

The Council's research is carried out by staff based in Ottawa and by independent consultants working under contract. In general, the council identifies areas of policy concern, authorizes exploratory studies, and then selects the most appropriate, specific policy studies. A major study (i.e., one requiring more than one year to complete) is normally conducted under the guidance of a study committee, which includes a chairman and some members of the Council, plus outside experts, if necessary. The use of such study committees provides more time for detailed scrutiny of the work than is available during the quarterly two-day council meetings. The staff and consultants under contract carry out the research and analysis and draft reports for discussion by appropriate committees and, in the case of formal policy reports, for subsequent submission to Council for its approval.

A new unit that began work in 1984 continuously will monitor new developments in science and technology. This unit will assist the Council in its work and will provide early identification of new technologies that present special opportunities for Canadian industry.

Publications

Effective communication is of fundamental importance to the Science Council. Research and the production of analyses and policy advice are of minimal value unless the information is delivered to those individuals and groups who can act on it.

Through its publications and other communication activities, the Council increases public awareness of major issues involved in the development and use of science and technology. At the same time, the Council seeks to stimulate nationwide discussion of the issues it raises and the recommendations it makes.

Communication is not a one-way street for the Science Council. The Council actively promotes the exchange of ideas and criticism of its proposals. It has considerable success in organizing meetings, workshops and conferences that bring together representatives of government, industry, labour and the universities. Such meetings not only help to diffuse the results of the Council's research; they also provide an avenue for feedback on public concerns and reactions to the Council's work and recommendations.

During 1983 the Council strengthened its communication function, and a reorganization has placed all units exclusively devoted to communication activities in the newly formed communication division, reporting to the Council Secretary. The Council also formed a communication policy advisory committee to develop communication policies and procedures and to co-ordinate preparation for the release of major reports and studies.

Science Council publications are available from the Council's publication office at:

100 Metcalfe Street
Ottawa, Ontario
K1P 5M1
Telephone: (613)992-1142

Reading Room

The Council has a Reading Room on the 17th Floor at 100 Metcalfe Street, which can be made available for the perusal of any authorized material.

Access Procedures

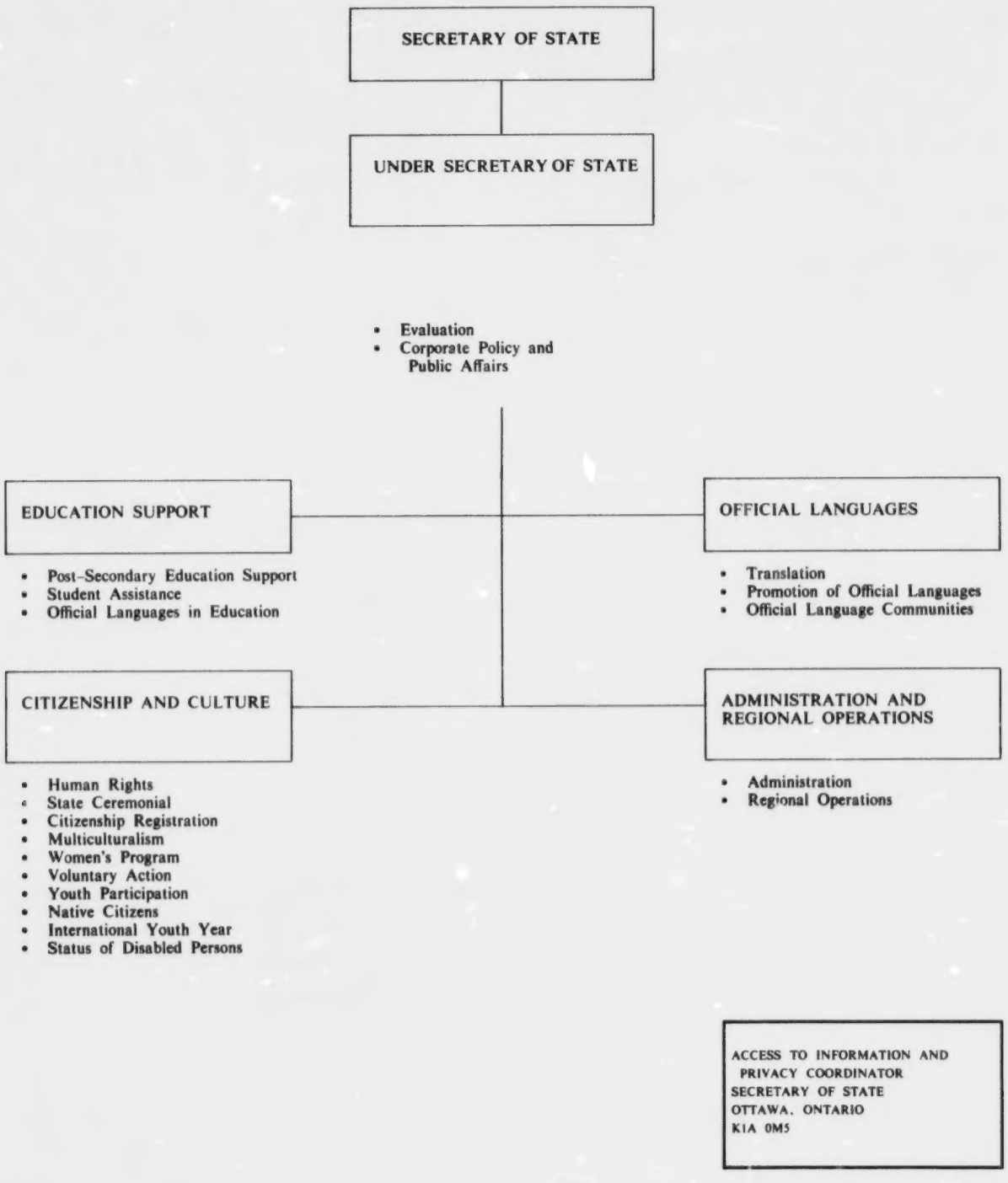
All formal requests under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Science Council of Canada
Berger Building, 17th Floor
100 Metcalfe Street
Ottawa, Ontario
K1P 5M1
Telephone: (613)996-2681

Classes of Records

Research
SCC-10
Description: Research studies, background information and unpublished documents on the improved use of science and technology for socioeconomic purposes. *Topics:* Technological and innovative capability in industry; education and employment in a technologically changing world; biotechnology, information technologies and other new technologies; science and technology infrastructure; and the impact of technology on society and the environment.

Department of the Secretary of State



ACCESS TO INFORMATION AND
PRIVACY COORDINATOR
SECRETARY OF STATE
OTTAWA, ONTARIO
K1A 0M5

Background

The Department of the Secretary of State was established in 1868 as the official channel of communications between the new Dominion of Canada and the Imperial government in the United Kingdom. Since the early days, the Department has grown and changed, as has Canada itself.

Today, the programs of the Secretary of State converge on one of the prime objectives of the Government of Canada, which is to contribute to the development, among present and future Canadians, of a sense of belonging to the nation by permitting them to grow fully in a multicultural society within a bilingual frame.

Laws and Regulations

The Minister is responsible for administering the following statutes:

- Beaver, Symbol of Canada, S.C. 1974-75-76, c. 35
- Citizenship, S.C. 1974-75-76, c. 108
- Controverted Elections, Dominion, R.S.C. 1970, c. C-28
- Corrupt Practices Inquiries, R.S.C. 1970, c. C-33
- Disfranchising, R.S.C. 1970, c. D-7
- Federal-Provincial Fiscal Arrangements and Established Program Financing Act, 1977, S.C. 1976-77, c. 10, s. 24, re: Post-Secondary Education Financing
- Holidays Act, R.S.C. 1970, c. H-7
- Laurier House, R.S.C. 1952, c. 163
- Léger Foundation, Jules and Paul-Emile, An Act to Incorporate, S.C. 1980-81, c. 85
- National Anthem, S.C. 1980-81-82, c. 5
- Public Service Employment, R.S.C. 1980, c. P-32
- State, Department of, R.S.C. 1970, c. S-15
- Student Loans, Canada, R.S.C. 1970, c. S-17
- Temperance, Canada, R.S.C. 1970, c. T-5
- Translation Bureau, R.S.C. 1970, c. T-13

Acts in which the Secretary of State has primary interest:

- Appropriation Act No. 2, S.C. 1980-81-82, c. 41, Vote No. 10, re: Official Languages — Grants Listed in the Estimates and Contributions
- Official Languages Act, R.S.C. 1970, c. 0-2
- Canadian Bill of Rights, S.C. 1960, c. 44
- Trade Marks Act, R.S.C. 1970, c. T-10, s. 9, re: National Symbols

Overall Responsibilities

The activities and programs of the Department of the Secretary of State are diverse and touch upon many aspects of Canadian life.

Some programs encourage the native populations to preserve their languages and cultures while adapting to the realities of modern life.

The Official Languages Communities programs assists numerous Canadian francophones and anglophones to preserve their languages and cultures through the education of their children in their mother tongue. The federal government also helps organizations and establishments in the private and non-federal public sector to provide services to the public in both official languages.

The Translation Bureau provides translation and interpretation services in all languages as required to Parliament and to some 150 departments and federal agencies to facilitate federal government communication internally, with the Canadian public, and internationally.

Services available to future Canadian citizens help them integrate with their new environment by helping them acquire citizenship and learn one of the two official languages. Also, Multiculturalism Canada assists in the removal of barriers which inhibit the full and equal participation of minority cultural groups in the social, cultural and political life of Canada and encourages and supports the retention and sharing of culture by and among the various groups which make up Canadian society.

Among national objectives of the federal government with regard to education are equal opportunities for Canadians in education and employment, and the guaranteed right to live and work anywhere in Canada. This is why the federal government, through the Department of the Secretary of State, helps finance post-secondary education in collaboration with provincial and territorial administrations.

A major activity of the Department is to support voluntary organizations whose role in society is recognized and appreciated by the federal government. These groups of citizens provide the government with important public feedback that indicates the sectors in which government action may be required.

Voluntary groups touch nearly all aspects of society: health, education, human rights, social development, youth, women, Native citizens, and the handicapped. Their preoccupations are in line with the ideal of social justice that the Secretary of State seeks to promote.

Since its creation, the Department of the Secretary of State has been charged with organizing and directing official ceremonies and events of national interest, contributing thus to national unity.

As co-ordinator of federal human rights activities in Canada, the Department of the Secretary of State is responsible for promoting tolerance and understanding so that everyone enjoys fundamental human rights and freedoms.

In addition, during 1981-82, the Secretary of State took on an additional responsibility: co-ordinating the response of the various departments to *Obstacles*, the report on handicapped persons.

General Information Sources

Enquiries Unit

Enquiries Unit
Communications Branch
Department of the Secretary of State
Ottawa, Ontario
K1A 0M5
Telephone: (819) 997-0055

The Enquiries Unit responds to enquiries directed to the department by the general public and other departments, with the exception of enquiries addressed directly to the Ministers or those originating from the media. It answers questions about the programs and activities of the department as well as requests for information on the programs and activities of the federal government as a whole. The unit also handles the distribution of publications.

Resource Centre — Secretary of State Library

Departmental Library
Department of the Secretary of State
Ottawa, Ontario
K1A 0M5
Telephone: (819) 997-5384

Located on the 2nd floor of 15 Eddy Street, Hull, Québec, the centre is open from 8:45 a.m. to 5:00 p.m. weekdays. It makes available to the public copies of departmental research reports, including the results of public opinion polls. Information catalogued in the Departmental Library is available through the public library network across the country.

List of Publications

Publications are distributed by the Enquiries Unit of the Communications Branch. A list of publications is available upon request. Members of the public wishing to receive this list regularly may be placed on a distribution list.

Mailing Address:

Enquiries Unit
Communications Branch
Department of the Secretary of State
Ottawa, Ontario
K1A 0M5
Telephone: (819) 997-0055

Access Procedures

The Department of the Secretary of State encourages members of the public to obtain information through informal processes of access to information as much as possible. A great deal of departmental information is available through informal channels, that is, without having to fill out a Record Access Request Form.

Traditionally, people have contacted us and can still contact us for information through the Public Enquiries Unit of the Communications Branch. An additional informal access mechanism is available through the Resource Centre of the Secretary of State Library.

Requests for Department of the Secretary of State records under the *Access to Information and Privacy Act* should be addressed to:

Access to Information and Privacy Co-ordinator
Department of the Secretary of State
Ottawa, Ontario
K1A 0M5
Telephone: (819) 997-4311

Regional Contacts

Regional Offices across Canada are responsible for the management of departmental activities in all the regions of the country.

Regional Addresses

Nova Scotia Region

Department of the Secretary of State
Regional Directorate
5281 Duke Street
Halifax, Nova Scotia
B3J 3M1

Newfoundland Region

Department of the Secretary of State
Regional Directorate
Box 75, Atlantic Place
215 Water Street
St. John's, Newfoundland
A1C 6C9

New Brunswick and Prince Edward Island Region

Department of the Secretary of State
Regional Directorate
860 Main Street, Suite 504
Moncton, New Brunswick
E1C 1G2

Quebec Region

Department of the Secretary of State
Guy Favreau Complex
200 West Dorchester
2nd Floor, West Tower
Montreal, Quebec
H2Z 1X4

Ontario Region

Department of the Secretary of State
Regional Directorate
Suite 200
25 St. Clair Avenue, East
Toronto, Ontario
M4T 1M2

Manitoba Region

Department of the Secretary of State
Regional Directorate
303 Main Street, Room 201
Winnipeg, Manitoba
R3C 3G7

Saskatchewan Region

Department of the Secretary of State
Regional Directorate
200-2101 Scarth Street
Regina, Saskatchewan
S4P 2H9

Alberta and Northwest Territories Region

Department of the Secretary of State
Regional Directorate
Harley Court, Ground Floor
10045-111th Street
Edmonton, Alberta
T5K 1K4

Pacific Region

Department of the Secretary of State
Regional Directorate
Room 207
1525 West, 8th Avenue
Vancouver, British Columbia
V6J 1T5

Education Support Program

The Department of the Secretary of State is the federal ministry responsible for the co-ordinated development, formulation, implementation and review of federal education policies and programs in support of national objectives.

Manuals

- Canada Student Loans Program: List of Eligible Institutions

- Canada Student Loans Program: Guidelines to Provinces
- Canada Student Loans Program: Internal Procedures Manual

Classes of Records

Post-Secondary Education Support
SS-10
Description: Under the Post-Secondary Education Financing Program, the Secretary of State makes payments to provincial and territorial governments in amounts allocated by the Minister of Finance as authorized under Part VI of the Federal-Provincial Fiscal Arrangements and Established Program Financing Act, 1977. *Topics:* Education — general; acts, bills, legislation and regulations; adult education; bilingualism in education; Canadian studies; centres of specialization; commissions; committees; conferences; O.E.C.D.; UNESCO; education policy; educational accountability; educational equalization; educational organizations; financing and funding — general; Canada Student Loans Program; educational grants; established program financing; federal-provincial task forces on student assistance; Federal-Provincial Fiscal Arrangements Act; provincial liaison (by province); federal liaison (other departments); international liaison; research; studies and surveys; statistics; student summer employment.

EDP Systems

- Post-Secondary Education Support Project 2004
- Post-Secondary Education System Project 2981

Student Assistance
SS-20
Description: Established in 1964, the Canada Student Loans Program (CSLP) is designed to make higher education more accessible and to facilitate geographic mobility in the choice of institutions. It provides loans to students with demonstrated financial need in order to help them in meeting the costs of full-time and part-time study at the post-secondary level. *Topics:* Student Assistance — general; Canada Student Loans; legislation; correspondence; publications; reports and returns; forms; financial; statistics; procedures; committees; studies; C.S.L. criteria; scheduling; guaranteed loans.

EDP Systems

- Student Financial Assistance Surveys (part of Issues Canada, CSLP) — Project 2061
- Needs Assessment Reporting — Projects 7400, 2983, 2065, 2066
- Canada Student Loans Program — Loans Subsystem — Project 2982
- Canada Student Loans Program — Claims Subsystem — Projects 2982, 2090, 2040

Note: A computer entry is made for every applicant; the entries are maintained on microfilm.

Official Languages in Education
SS-30
Description: The activities of the Official Languages in Education Program include the provision of financial assistance to the provinces and territories for minority language education and second language instruction at all levels of the education system; the provision of assistance to institutes and organizations for the compilation and dissemination of information on second language teaching and learning and on minority language education; and the provision of scholarships to post-secondary students for second language training provided by the Queen Elizabeth Endowment Fund. *Topics:* Development of bilingualism; B.& B. Royal Commission; Bilingual Districts Advisory Board; provincial francophone associations; information-program and publicity; Language Programs Branch; Official Languages in Education; Summer Language Bursary Program; development of bilingualism in education; educational forum; correspondence with the public; correspondence with educational institutions; provincial bilingual studies; private schools policy; elementary and secondary levels — federal-provincial conferences; post-secondary and teacher training levels; adult education language programs; special projects — general, by province; language research — general, conferences, co-operation with institutions and organizations, projects, general enquiries, relations with international organizations, with other countries and with national organizations; protocol for agreements between the government of Canada and provincial governments — and bilateral agreement between the government of Canada and territorial government, for minority-language education and second-language instruction.

EDP Systems

- Official Languages — Fellowship Awards — Project 2034
- Language Program Teachers Survey — Project 2015
- Language Program Fellowship Survey — Project 2014
- Cultural Program Grant Applications — Project 2502

Official Languages Program

The objective of the Official Languages Program is to provide Canadians with equal opportunities to communicate in both official languages, to appreciate Canada's linguistic evolution, and for official language communities to be educated and to participate fully in all aspects of Canadian society in their own language.

Manuals

- Translation Bureau Manual: This manual describes the policies and procedures used by the Translation Bureau to carry out its activities.

Classes of Records

Translation Bureau
SS-40
Description: The Translation Bureau facilitates communication in both official languages within the federal public service and between it and the general public. Translation services provide translation of texts concerning the whole range of government activities to Parliament and departments. This includes multilingual services. Interpretation services provide simultaneous or consectuve interpretation, as well as multilingual interpretation, to the House of Commons, courts and official conferences. A sign language service has also been set up. Linguistic services include terminology, documentation, training and language quality evaluation. Management services include planning, research evaluation, management information, administrative services and materiel maintenance. *Topics:* General; associations and organizations; bilingualism; conferences and seminars; translation services in general; client services; Planning, Management and Technology Branch; Liaison Secretariat; Terminology Directorate; Documentation Directorate; Linguistic Services Directorate (Training and Development; Language Quality; Research and Language Advisory Services); Departmental Translation Services Branch; Legal, Scientific, Economics, Socio-Administrative and Military and Technical Groups; Central Translation Services Branch; Montreal Directorate; Quebec City Directorate; Central Directorate; English Translation Directorate; Contracts Division; Special Operations Branch; Interpretation; Multilingual Services; Parliamentary Translation.

EDP Systems

- Metro — Project 2962
- Terminum II — Terminology Bank — Projects 2961, 2007
- Translation Data Systems (TDS) — Projects 2001, 2403, 2695, 2072, 2964

- TAUM Aviation (Traduction Automatique Université de Montréal) — Project 2045
- Customer Satisfaction Survey on Translation — Projects 2601, 2077
- Analysis of the Translation Evaluation Report — Project 2601-1

Promotion of Official Languages
SS-50
Description: The Promotion of Offical Languages Program promotes the equal status of the two official languages and assists Canadians and their institutions in its achievement. The program embodies three main responsibilities: to support official language minorities, to assist Canadians who wish to learn their second official language and to foster an environment in which both official languages and linguistic communities can flourish. *Topics:* Development of institutional services for the minority, activities to promote access to educational, health, recreational, and telecommunication services for the minority groups; promulgation and implementation of laws recognizing the equal status of both official languages; maintenance and development of services provided by minority community organizations; information and sensitization of Canadians with respect to the concept of linguistic duality; introduction of linguistic reforms within the activities carried out by organizations, private sector establishments and non-federal public administrations.

EDP Systems

- Grants for Non-Profit Associations — Project 2064
- Language Program Business Survey — Project 2013

Citizenship and Culture Program

The Citizenship and Culture Program aims to assist Canadians, especially cultural groups and those most in need, in achieving more equitable and equal opportunities for social growth, quality of life and fuller involvement in Canadian society; and in achieving an improved knowledge, appreciation and enjoyment of Canada and its cultural diversity. As well, the program aims to assist Canadians to achieve a greater awareness of human rights, fundamental freedoms and related responsibilities, and to increase respect for and compliance with Canada's domestic and international commitments.

Manuals

- Funding Manual — Grants and Contributions — an operating tool designed for use by departmental staff in dealing with the administration of departmental funding activities.
- Citizenship Registration Manual — contains the legislation and procedural guidelines used in the administration of the Citizenship Registration Program.

Classes of Records

Human Rights
SS-60
Description: The activities of the Human Rights Program include the provision of both financial aid and technical support to organizations concerned with human rights development, the promotion of greater understanding between all groups, and assisting and co-ordinating the progress of human rights in Canada. The Human Rights Program achieves its objectives through a program of support for education, research and development work by non-governmental organizations; as well as by operating a secretariat for the two major governmental human rights committees chaired by the department — the Federal Interdepartmental Committee on Human Rights, which facilitates the co-ordination of the federal government's human rights responsibilities, and the Continuing Federal-Provincial Committee of Officials Responsible for Human Rights, which provides a mechanism for liaison and consultation in matters relating to Canada's international human rights commitments. *Topics:* Human Rights Program — general; 25th anniversary of the Universal Declaration of Human Rights; Canadian Constitution; Canadian Human Rights Commission; committees; conferences and seminars; discrimination; fellowship in human rights; freedom of information; human rights cases; Human Rights Day; international covenants on human, civil, political, economic, social and cultural rights; International Year for Human Rights (1968); International Year of the Child (1979); International Year of Disabled Persons (1981); International Youth Year (1985); legislation; racial discrimination; reports on human rights; United Nations; United Nations related intergovernmental agencies; United Nations economic and social council; year book on human rights.

State Ceremonial
SS-70
Description: State Ceremonial activities help foster a sense of national identity through the promotion of national symbols (the Canadian flag, national anthem) and the organization of state ceremonies. It is responsible for matters that concern the Queen in Canada as well as her representatives, the Governor General and the lieutenant — governors of the provinces. *Topics:* State Protocol and Special Events — general; anthems; patriotic songs; arms; arms of Canada; ceremonies and celebrations; deaths, burials and funerals; emblems and seals; Maple Leaf emblem; flags; gifts from Canada; gifts to Canada; Governor General; Parliament; Parliament Hill; provincial matters, provincial administrators; provincial speeches from the Throne; provincial statutes; lieutenant governors; Royalty; royal visits; use of Crown as a symbol; royal patronage; royal photographs; use of prefix royal; use of names of members of the Royal Family; salute and saluting; titles; statues of former Prime Ministers; portraits of former Prime Ministers.

EDP Systems

- Canada Day Survey — Project 2033
- Queen's Silver Jubilee Medal — Project 2025

Citizenship Registration
SS-80
Description: The Citizenship Registration Branch is responsible for applying the new *Citizenship Act* of 1977. The Branch provides services and facilities, including the regional citizenship courts, for the granting and proof of Canadian citizenship, and promotes the concept of Canadian citizenship through activities designed to encourage and value its acquisition and retention. *Topics: Citizenship Act;* natural-born Canadian citizens; loss of citizenship; resumption of citizenship; foundlings; Canadians other than natural-born; acquisition of Canadian citizenship; domicile, residence and lawful admission; automatic loss of citizenship; exemption from automatic loss of citizenship; loss of citizenship by revocation; status of Canadian citizens and recognition of British subjects; status of aliens; court procedures and evidence; citizenship appeal court; authority of Governor in Council, proclamations, regulations, designations, regulations — fees; establishment of lawful admission, Canadian domicile or deportation; Newfoundland and Confederation; duties, liabilities, obligations after loss of nationality; violation and penalty for offence against the Act or regulations; repeal of *Naturalization Act* and *Canadian Nationals Act;* first schedule and nationality; citizenship laws and Commonwealth citizenship laws; other related statutes; foreign citizenship laws and other related statutes; Oath of Allegiance; Acts; certificates — citizenship naturalization; change of name; citizenship; claims; external affairs; convention of naturalization; death; declaration of intention; denization; deportation; diplomatic relations; diplomats; disability; discretion of minister; emigration; evidence of birth, adoption or legitimation; expatriaton; hearings; immigrants on welfare; immigration laws; interpreters and translators; language requirements; legal opinions; marriage; national registration; passports; pensions; race, sect, religion, refugees; resolutions; Royal Canadian Mounted Police Records; seamen; second class citizens; statelessness; dual nationality; treaties; United Nations; service — Canadian Armed Forces, Foreign Armed Forces; voters — eligibility; war criminals; women, citizenship

regulations; persons who are citizens; persons who are not citizens; grant of citizenship; lawful admission and permanent residence; adequate knowledge of language and of Canada; loss of citizenship; revocation of citizenship; resumption of citizenship, application, registration and fees; citizenship judges; Federal Court — Trial Division; security and public order; prohibitions; delegation and exercise of authority; legal proceedings; offences under the Act; dual nationality; liaison with other government departments; demographic policy; citizenship language and textbook agreements.

EDP Systems

- Citizenship Grant Project — Project 2005

Multiculturalism
SS-90
Description: Multiculturalism Canada provides encouragement and support, both technical and financial within the framework of Canada's official languages policy, to ethnocultural/cross-cultural groups and organizations, institutions and individuals through a broad spectrum of activities designed to promote the preservation and sharing of ethnocultural heritages and to increase appreciation for and understanding of Canada's racial/cultural pluralism. *Topics:* Multiculturalism Canada — general; program management; cultural enrichment — general, projects, education, language teaching skills; performing and visual arts — general, film and audio-visual material; cultural integration — general, projects, English second language/French second language acquisition, immigrant women; group development — general, community development, skills development, organizational development; intercultural communications — general, projects; writing and publications — general, literature, histories, film scripts, bibliographies, resource and curriculum material (educational); ethnic studies — general, research, seminars, workshops; public promotion; race relations; multiculturalism in education; immigrant women.

EDP Systems

- Multiculturalism Ethnic Studies Survey — Project 2607

Women's Program
SS-100
Description: The Women's Program of the Secretary of State is the major federal organization responsible for providing advice, guidance, information and financial assistance to voluntary associations working to improve the status of women. The objective of this program is to encourage the full participation of women in Canadian society by increasing their ability to participate in all aspects of community life, and by urging major institutions to take concrete measures to improve their status. *Topics:* Woman's Program — general; Advisory Council on the Status of Women; communications and media relations; consultants and consultations; conferences, meetings and seminars; discrimination and human rights; employment; employment — affirmative action; International Women's Year — general, conferences and seminars, Interchange 75; non-government women's organizations, associations, centres and groups; regional grants; regional offices; reports and studies; Status of Women — general, plan of action, other government departments, municipalities and agencies, action research.

Voluntary Action
SS-110
Description: This program is designed to encourage Canadians to participate in public and community affairs through national and local voluntary organizations. It provides technical and financial assistance to citizen groups and associations in order to help them attain their participation objectives. *Topics:* Voluntarism — general; reports, research and studies; conferences, meetings and seminars; National Advisory Council on Voluntary Associations — general, consultations, research, studies and reports, Task Force reports and review, taxation and registered charities.

Youth Participation
SS-120
Description: The goal of this program is to provide young Canadians with the opportunity to discover and better appreciate their country. With this in mind, the Department administers Open House Canada and finances the activities of Katimavik. *Topics:* Youth — general; Open House Canada; International Youth Year (1985); Youth Employment Programs — general, Student Community Service Program, Summer Student Employment and Activities Program; Summer Job Corps; Summer Youth Employment Program (1980); Summer Canada.

EDP Systems

- Student Summer Employment and Activities Program — Project 2003
- Hostels Program (National Hostel Task Force Survey) — Project 2016

Native Citizens
SS-130
Description: The Native Citizens Program is designed to help native people identify their needs and develop the means to deal with them. It concentrates on helping native organizations at the national, regional and community levels. *Topics:* Native Citizens — general; agreements and treaties; committees; conferences and meetings; communications; discrimination and human rights; education, health and sports; employment; summer job corps; evaluation and review; friendship centres; funding; health services; housing; land claims; laws; migrating native peoples; non-government native organizations; policy development; reports and studies; research; social and cultural development; sports; statistics and surveys; women; youth.

International Youth Year
SS-131
Description: The International Youth Year Secretariat is responsible for co-ordianting Canada's observance of International Youth Year. It administers a special grants program to assist youth groups, non-profit voluntary organizations and institutions in carrying out special projects to mark the Year. Projects that encourage the participation of youth in the decision-making process, offer an innovative and practical approach to addressing the concerns facing Canadian youth, promote public awareness of youth concerns and support the participation of a broad representation of young Canadians in activities promoting the themes of the Year (participation, development and peace) are eligible for funding. Preference will be given to those projects run for and by youth that relate to, and help mark International Youth Year in Canada. It also gathers and disseminates information on IYY related projects and activities and undertakes other special initiatives such as national youth forums on issues of concern to youth. The objectives of the federal IYY programme are to integrate the concerns of youth with those of other groups in society and to increase public awareness in Canada of the interests, concerns, and accomplishments of young people. As the United Nations has designated 1985 as International Youth Year, the federal program for International Youth Year will end in March 1986.

Status of the Disabled Persons
SS-132
Description: The Status of the Disabled Persons Secretariat deals will all issues pertaining to the status of disabled persons without assuming program responsibilities which are to remain with other federal departments. The Secretariat develops federal government policy, co-ordinates all related activity and promotes an understanding of the rights and interests of Canadian who have visual, hearing, physical, mental, psychiatric or learning disabilities. The scope of its activities is national through all levels of government, the voluntary and private sectors; and international through bodies such as the United Nations and related agencies. *Topics:* Disabled persons — general; employment; equipment and technical aids; hearing impaired; mentally

retarded; non-government organizations; physically disabled; psychiatrically disabled; reports — general; *Obstacles* report; seeing impaired; transporation.

Official Languages Communities Program
SS-140
Description: Under its Official Languages Policy, the Government of Canada has created a program of assistance to francophones in the province and territories outside Quebec and to anglophones in Quebec. The objectives of the program are to encourage and assist the official language minorities at the national, provincial and community levels; to establish and maintain their institutions; to develop their organizations and to participate, in their language, in the social, educational, cultural and economic life of Canadian society. *Topics:* Official Languages Communities Program — general; refusals; grants copy — community development, socio-cultural activities, institutional development, organizational network, economic activities, education, language rights.

Administration and Regional Operations Program

The Administration and Regional Operations Program aims to ensure, jointly and individually, with equity, the economical, efficient, effective and accountable realization of the Department's objectives and priorities, in a spirit of service to the public; and to contribute to enhancing Canadians' sense of belonging to the country in each region.

Manuals

The following manuals describing departmental policies and procedures are used to carry out the various support activities of the department:

- Executive Directives
- Departmental Services
- Administrative Services
- Financial Management
- Financial Coding
- Personnel
- Readings in Personnel Administration
- Security Services

Classes of Records

Administration
SS-150
Description: The Administration Program is responsible for the management services consisting of planning, audit, evaluation and corporate policy; and central services which include finance, personnel, administrative services, communications, computer services and legal services.

Regional Operations

Regional Operations is responsible for the management of all departmental activities in all regions of the country, giving particular attention to the specific needs of each region. The Regional Offices also ensure regional participation and program development at a national level and facilitate communication to the public concerning departmental programs and activities.

The records existing in the Regional Offices are organized into classes of records and subject topics similar to those used by headquarters.

The following describes the Classes of Records formerly held by the Ministry of State for Social Development.

Access Procedures

Information requests under the *Access to Information Act* should be addressed to:

Federal Archival Records Access
Archives Branch
Public Archives Canada
395 Wellington Street
Ottawa, Ontario
K1A 0N3

Classes of Records

Intergovernmental Transfers
SD-10
Description: Information on Established Program Financing and social programs by which the federal government enters into agreement or transfers funds for the provision of social programs through other levels of government. *Topics:* Established Program Financing; National Training Program; Canada Student Loans; Official Languages in Education; and Canada Assistance Plan.

Transfers to the Individual
SD-20
Description: Information on programs and tax expenditures through which the federal government transfers income support to individuals. *Topics:* Pensions; Family Allowances; Unemployment Insurance; Employment Programs; War Veterans Allowances and Disability Pensions; and tax expenditures in related fields.

Justice and Legal Information
SD-30
Description: Information on the criminal justice system, federal law enforcement and related legislative fields. *Topics:* Criminal Code; human rights; law reform; RCMP; Correctional Service Canada; and National Parole Board.

Indian and Northern Programs
SD-40
Description: Information on program areas which target or affect native peoples and northern programs. *Topics:* Indian and Inuit affairs; native claims; northern affairs, including resource development.

Culture and Immigration
SD-50
Description: Information on federal cultural and social programs and agencies, granting councils, and immigration policies and programs. *Topics:* Fitness and amateur sport; cultural and social programs; granting councils; federal cultural agencies; immigration policies on levels, selection and settlement; and the Immigration Appeal Board.

Health, Environment and Housing
SD-60
Description : Information on federal programs providing health services, national parks, environmental programs and federal housing programs. *Topics:* Medical research care; drug quality; laboratory testing; emergency services; health promotion and protection; parks; environmental quality and hazards; housing; community services and infrastructure; and home insulation.

Financial Planning
SD-70
Description: Information on the financial implications of social policies and programs in keeping with the requirements of the new policy and expenditure management system. *Topics:* Policy and program proposals; estimates and budgets; expenditure planning; and monitoring procedures.

Policy Overview and Planning
SD-80
Description: Information on departmental strategic overviews and sector-wide priorities. *Topics:* The strategic overview process; envelope planning.

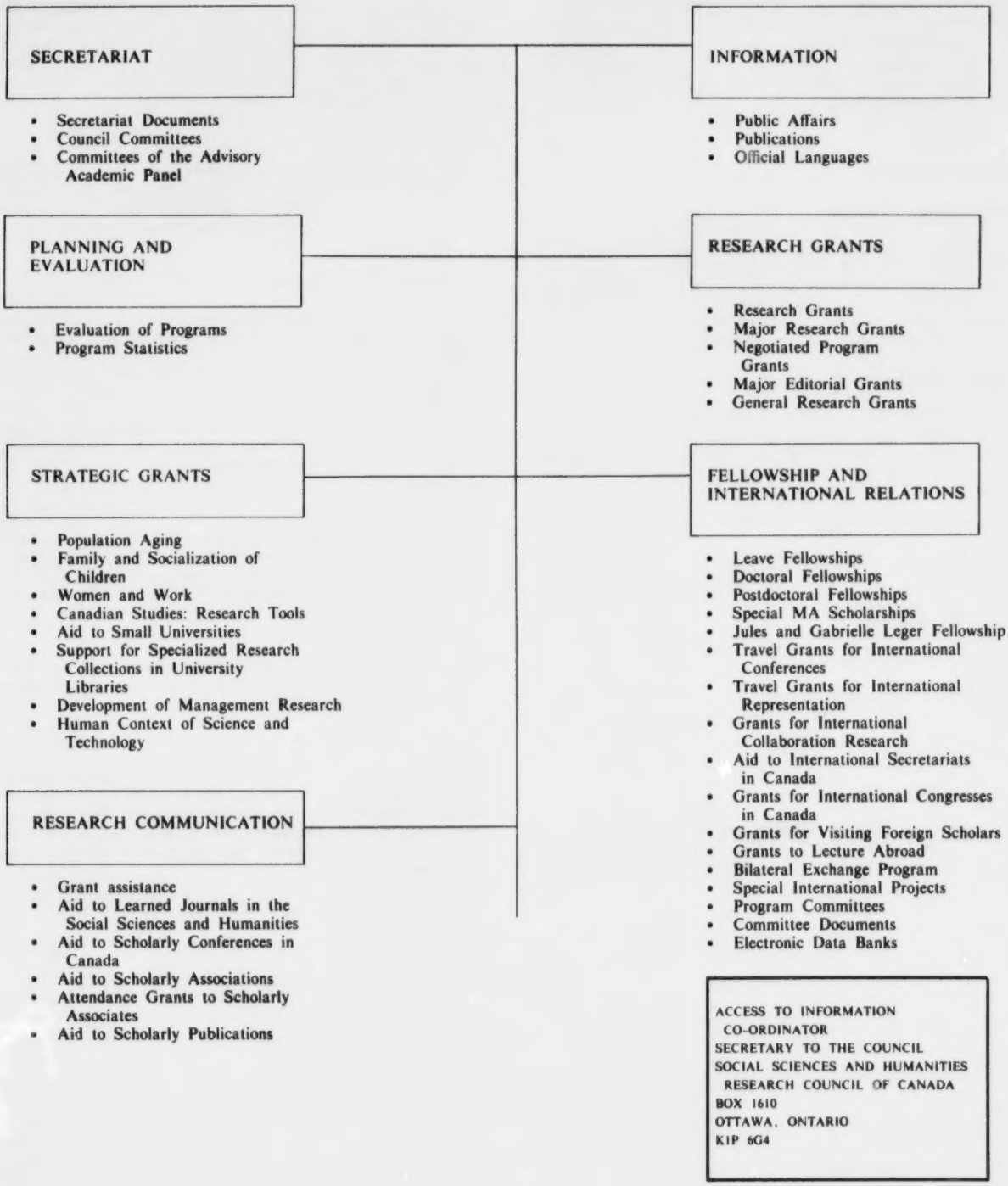
Co-ordination
SD-90
Description: Information on co-ordination activities with other central agency officials in Ottawa and in the provinces. *Topics:* Federal-provincial social issues; regionalization.

Committee Support
SD-100
Description: Information on scheduling requirements, as well as policy and program considerations of the Committee of Social Development Deputy Ministers. *Topics:* Committee workload scheduling; assessment reports on Committee policy and program discussions.

Correspondence
SD-110
Description: All incoming and outgoing correspondence and documents. *Topics:* Correspondence ledgers; document control procedures; cross-referencing requirements.

Communications
SD-120
Description: Information on communications and public information activities, legislative requirements for access to information and privacy, parliamentary returns and library services. *Topics:* Policies; procedures; legislative requirements and analysis reports on communications, planning and co-ordination; and access to information and privacy requests.

Social Sciences and Humanities Research Council



ACCESS TO INFORMATION
CO-ORDINATOR
SECRETARY TO THE COUNCIL
SOCIAL SCIENCES AND HUMANITIES
RESEARCH COUNCIL OF CANADA
BOX 1610
OTTAWA, ONTARIO
K1P 6G4

Background

The Social Sciences and Humanities Research Council of Canada (SSHRC) was created in June 1977, by Act of Parliament. It began operations in April 1978, and took over the programs previously administered by the Humanities and Social Sciences Division of the Canada Council. Under the Act, the SSHRC, the Medical Research Council and the Natural Sciences and Engineering Research Council administer federal funds for university-based research and other scholarly activity.

The SSHRC is governed by a 22 member appointed council chosen from the academic community and other major interest sectors of society. A 12 member Advisory Academic Panel is broadly representative of the various disciplines in the humanities and social sciences.

Laws and Regulations

- Government Organization (Scientific Activities) Act, 1976
- Social Sciences and Humanities Research Council By-Laws

Overall Responsibilities

The Council is primarily a grant-giving body whose funds are voted by parliament. Its mandate, in the terms of Section 5 of the *Government Organization (Scientific Activities) Act*, 1976, is to promote and assist research and scholarship in the social sciences and humanities; and to advise the Minister in respect of such matters relating to such research as the Minister may refer to the Council for its consideration.

To fulfill its mandate of promoting and assisting research and scholarship within the Canadian scholarly community, and to encourage excellence therein, the Council has adopted the following objectives:

- to enhance the advancement of knowledge by assisting research;
- to assist in and advise on maintaining and developing the national capacity for research;
- to promote research which would contribute to the fulfillment of national objectives;
- to facilitate dissemination of research results and to increase Canada's international presence and recognition in the social sciences and humanities.

In pursuit of these goals, the Council administers programs of fellowships for research training and support and grants for research, international scholarly exchanges, research resources, scholarly publishing, conferences and other research-related activities. It conducts enquiries on the state of research in Canada in its disciplines, performs a leadership role in research policy and fulfills a liaison function with government and the scholarly community.

Files on all applicants for SSHRC grants and fellowships for the last four years are kept at the Council's office in Ottawa. The Council's policy on the retention/disposal of files is under review.

General Information

- General, parliamentary and press enquiries:

  Director of Information
  Social Sciences and Humanities Research Council of Canada
  Box 1610
  Ottawa, Ontario
  K1P 6G4
  Telephone: (613) 992-0691

- General enquiries on programs administered by SSHRC divisions (general enquiry telephone numbers);

  Fellowships: (613) 992-0525
  Research Grants: (613) 992-0566
  Strategic Grants: (613) 992-3027
  Research Communication: (613) 992-3131
  International Relations: (613) 992-3202

Publications

All published material may be obtained from the Council's Information Division.

- Annual Report
- Council Update (newsletter)
- Program brochures and guidelines
  - — Strategic Grants
  - — Fellowships
  - — Research Grants
  - — Research Communication
  - — International Relations
  - — Support for Specialized Research Collections
- Reports
  - — Academic Exchanges with the USSR, 1980.
  - — Aid to Scholarly Communication, 1982.
  - — Canadian Archives, 1980.
  - — Canadian Research in Education, 1982.
  - — Canadian Scholarly Publishing, 1980.
  - — Doctoral Fellows and the Labour Market, 1983.
  - — Education Research: Future Expectations and Past Performances, 1982.
  - — Education Research in Canada: Aims, Problems and Possibilities, 1982.
  - — Ethics, 1977.
  - — Exchange of Scholars in the Humanities and Social Sciences Between Canada and China, 1981.
  - — The Individual, Language and Society in Canada, 1975.
  - — Law and Learning, 1983.
  - — Needs of Scholars at Small Universities, 1977.
  - — Noble in Reason, 1981.
  - — Report of the Commission on Graduate Studies in the Humanities and Social Sciences, 1978, Volumes I and II.
  - — Report of the Commission on Graduate Studies in the Humanities and Social Sciences: Summary, 1978.
  - — Report on the Needs of Humanists in Research, 1977.
  - — Research Activity in the Social Sciences. John G. Adair, 1984.
  - — Research on Post-Secondary Education in Canada, 1982.
  - — Researchers in the Social Sciences and Humanities and Related Disciplines. Ahamad, 1984.
  - — Solitudes and Communities: Research Library Resources in the 1980s, 1983.
  - — Survey Research, 1976.
  - — University Management Education and Research: A Developing Crisis, 1980.
  - — University Research Libraries, 1978.

— The Challenge of Research on the Canadian Communities, 1979.

— The Family and the Socialization of Children.

— The Human Context for Science and Technology, 1980.

— The Human Context for Science and Technology: Final Report, 1982.

— Language and Literacy in Canada, 1980.

— Women in the Labour Force: A Selected Bibliography, 1982.

— Community-Based Research: Report of the SSHRC Task Force on Native Issues, 1983.

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Secretary to the Council
Social Sciences and Humanities Research Council of Canada
Box 1610
Ottawa, Ontario
K1P 6G4
Telephone: (613) 992-0562

Secretariat

The Secretary to the SSHRC administers the Secretariat Division and acts as Secretary to the Advisory Academic Panel, the Liaison Committee with the Social Science Federation of Canada, the Canadian Federation for the Humanities, the Royal Society of Canada, the Canadian Association of Graduate Schools, the Canadian Association of University Research Administrators, the Association of Universities and Colleges of Canada and the Canadian Association of University Teachers. The Secretary maintains liaison with the provinces in the areas of the Council's concern, assists the president in developing and implementing council policy, organizes out-of-town meetings of the Council and acts as Access to Information and Privacy Co-ordinator under the *Access to Information Act* and the *Privacy Act*. The Secretariat also administers the strategic grants program of support for Specialized Research Collections.

Manuals

- Financial Administration Manual, SSHRC
- Access to Information and Privacy Act guidelines issued by the Treasury Board

Classes of Records

Secretariat Documents
SSHRC-10
Description: Official records and minutes of meetings held under the auspices of the Council.

Council Committees
SSHRC-20
Description: Information on the following Council committees – Executive, Audit, Liaison, Ethics. *Topics:* Establishment; organization; functions; agenda; notices; minutes; reports; correspondence.

Committees of the Advisory Academic Panel
SSHRC-30
Description: Information on Advisory Academic Panel committees – Steering, Research Training, Research Support, Research Communication, Program Development. *Topics:* Establishment; organization; functions; agenda; notices; minutes; reports; nominations from learned societies and universities; membership; meetings; correspondence.

Information Division

The Information Division is responsible for public relations with government, the scholarly community, the communications media and the general public; publication of the annual report, administrative information on fellowships and grants programs, reports of consultative groups, news releases and newsletters; preparation of official briefs, statements and speeches.

Manuals

- Technical Manuals for Writing and Editing

Classes of Records

Information
SSHRC-40
Description: Information on Council programs and policies, publications, public relations. *Topics:* Annual report; newsletters; public relations (news releases, speeches, statements, press clippings); history and background of council; publications (reports of enquiries, working groups, consultative groups, workshops); production of documents (application forms, brochures, guidelines, etc.); correspondence.

Planning and Evaluation Division

By planning for and analyzing the programs of the Council and monitoring the research climate in Canada, the division helps shape Council policies thereby ensuring program effectiveness. Recent projects undertaken by the division include:

- development of the Council's Five-Year Plan for 1984-85 to 1988-89;
- commissioning of background studies for the Five-Year Plan on: research in the social sciences, the state of research libraries in Canada, characteristics of the Council's clientele and the increased use of technology in research;
- consultation on community-based research on native issues for a strategic research theme;
- the development of programs on strategic themes through co-ordination and state-of-the-art reviews of research and research training in social work;
- testing of a new methodology for evaluating the results of research support.

Manuals

- Guide on the Program Evaluation Function
- Principles for the Evaluation of Programs

Classes of Records

Evaluation of Programs
SSHRC-50
Description: Information on the evaluation of council programs. *Topics:* Evaluation assessments; surveys; studies and reports.

Program Statistics
SSHRC-60
Description: Statistics correlating the number of applications, the amounts of money requested, the number of awards made and the amount paid out in awards with various data on the applicants – academic discipline, language of application (English or French), sex, province of residence, university of affiliation, citizenship (Canadian or permanent resident).

Research Grants Division

The division administers programs of financial support for scholarly research in the humanities and social sciences. It provides for adjudication of individual grant proposals, administers awards to successful

applicants and provides funds directly to universities on a formula basis for small research and travel grants.

Manuals

- Guide for Applicants
- Information and Instructions for Research Grant Adjudication Committees

Classes of Records

Research Grants
SSHRC-70
Description: Individual case files for all applicants requesting a research grant.

Major Research Grants
SSHRC-71
Description: Individual case files for all applicants requesting a Major Research Grant.

Negotiated Grants
SSHRC-80
Description: Information on grants to universities on behalf of teams of researchers to carry out a program of research.

Major Editorial Grants
SSHRC-90
Description: Information on grants to universities on behalf of teams of researchers carrying out long-term, large-scale editorial projects.

General Research Grants
SSHRC-100
Description: Information on requests for block funding to universities for small research and travel grants.

Strategic Grants Division

Strategic grants are given to institutions and individual scholars to provide assistance for research or other scholarly work contributing to the fulfillment of national objectives. The two objectives of this program are the establishment of a basis of knowledge on identified social needs or problems — such as population aging, the family and the socialization of children, the human context of science and technology, women and work, managing the organization in Canada — and support for activities designed to help redress underdevelopment in specific areas in the humanities and social sciences. The latter include development of management research, aid to small universities and support for Specialized Research Collections in university libraries.

Manuals

- Aid to Small Universities
- Women and Work
- Population Aging
- Support for Specialized Research Collections
- Canadian Studies Research Tools
- Development of Management Research
- The Family and the Socialization of Children
- The Human Context of Science and Technology
- Identification of Themes

Classes of Records

Population Aging
SSHRC-110
Description: Information on requests from individuals, institutions or groups for grants in the area of population aging. *Topics:* Grant requests – strategic research grants, reorientation grants, institutional grants, research tools and facilities grants, research initiatives grants, post-doctoral fellowships, post-doctoral renewal fellowships.

Family and the Socialization of Children
SSHRC-120
Description: Information on requests from individuals, institutions or groups for grants in the area of family and the socialization of children. *Topics:* Grant requests – research, seed money, research workshops.

Women and Work
SSHRC-121
Description: Information on requests from individuals, institutions or groups for grants in the area of women and work. *Topics:* Grant requests — research, seed money, research workshops.

Canadian Studies: Research Tools
SSHRC-130
Description: Information on requests from individuals, institutions or groups for grants to prepare finding aids for primary and secondary source materials in the field of Canadian studies.

Aid to Small Universities
SSHRC-140
Description: Information on requests from universities which meet the council's eligibility criteria (fewer than 3,500 full-time students and, for federated and affiliated institutions, 50 miles from the senior university operating in the same language) for grants to help develop research potential.

Support for Specialized Research Collections in University Libraries
SSHRC-150
Description: Information on requests from Canadian university libraries for grants to improve library collections which are considered as having national or regional significance for research in a particular area. *Topics:* Grant requests — regular program; Fleeting Opportunities program.

Development of Management Research Managing the Organization in Canada

SSHRC-160
Description: Information on requests from individuals or organizations for grants to help them develop or improve research capacity in the fields of management, business and administrative studies, including public administration. Support is also provided for research on managing the organization in Canada, covering the development of innovation, entrepreneurship and marketing expertise for Canadian business and industry at home and abroad. *Topics:* Grant requests – research, seed money, research workshops, doctoral completion fellowships, management reorientation fellowships, research initiatives.

Human Context of Science and Technology
SSHRC-170
Description: Information on requests from individuals, institutions or groups for grants in the area of the human context of science and technology. *Topics:* Grant requests — research, seed money, research workshops.

Research Communication Division

This division is responsible for grants awarded for the following: aid to learned journals; aid to occasional scholarly conferences in Canada; aid to scholarly publication; and aid to scholarly associations. Its aim is to develop and maintain a research communication network across Canada.

Manuals

- Aid to Learned Journals in the Social Sciences and Humanities
- Aid to Occasional Scholarly Conferences in Canada
- Aid to Scholarly Associations
- Attendance Grants to Scholarly Assocations

Classes of Records

Aid to Learned Journals in the Social Sciences and Humanities
SSHRC-180
Description: Information on requests from learned societies, research institutions or groups of scholars for assistance toward publication costs of learned journals in the social sciences and humanities.

Aid to Scholarly Conferences in Canada
SSHRC-181
Description: Information on requests from univer[illegible] scholarly associations to provide partial travel and subsistence [illegible]s of participants in scholarly conferences held in Canada.

Aid to Scholarly Associations
SSHRC-182
Description: Information on requests from scholarly associations for assistance toward administrative costs.

Attendance Grants to Scholarly Associations
SSHRC-183
Description: Information on requests from scholarly associations for financial assistance toward members' travel to the annual meetings of the association.

Aid to Scholarly Publication
SSHRC-184
Description: Information on requests from the Social Science Federation of Canada and the Canadian Federation for the Humanities for block funds to administer a program of grants for Canadian scholarly publishing.

Other Programs
SSHRC-185
Description: As SSHRC funds permit, experimental and demonstration projects may be supported on innovative approaches to scholarly publishing using electronic technology.

Fellowships and International Relations Division

This division administers scholarships and fellowships for research training and for independent research. It also administers the International Relations program, which provides grants to encourage collaboration between Canadian and foreign scholars and to make the work of Canadian scholars better known abroad.

Manuals

- Screening and Coding Instructions
- Application and Adjudication Procedures

Classes of Records

Leave Fellowships
SSHRC-190
Description: Application files for university scholars on leave who are engaged in research or other scholarly activity in the humanities and social sciences and who have applied for financial support.

Post-Doctoral Fellowships
SSHRC-191
Description: Application files for scholars who have been awarded an earned doctoral degree by a recognized university and who are requesting funds to engage in full-time post-doctoral research for 12 months at a recognized university or research institution; also application files for SSHRC Post-Doctoral Fellowship holders applying for a second year of support.

Doctoral Fellowships
SSHRC-192
Description: Application files for students who have completed one year of graduate studies beyond the honours BA or its equivalent and who are seeking financial assistance to carry out a program of studies leading to a PhD or its equivalent in the humanities or social sciences; also application files for SSHRC Doctoral Fellowship holders applying for a second or third year of support.)

Special MA Scholarships
SSHRC-193
Description: Application files for Canadian students in the final year of an honours BA program or its equivalent at a Canadian university who wish to receive financial assistance to pursue a master's degree program; Queen's Fellowships are offered annually to three students selected from special MA scholarship applicants for graduate work in Canadian studies.

Jules and Gabrielle Léger Fellowship
SSHRC-194
Description: Application files for senior scholars for research and writing on the history, role and function of the Crown and the Governor-General in a parliamentary democracy.

Travel Grants for International Conferences
SSHRC-200
Description: Application files for grants intended to encourage Canadian scholars to participate in major international meetings.

Travel Grants for International Representation
SSHRC-201
Description: Application files for grants to Canadian members of international scholarly organizations for travel to management and policy meetings of these organizations.

Grants for International Collaborative Research
SSHRC-202
Description: Application files for grants to encourage Canadian scholars to collaborate with scholars in other countries on research projects of mutual interest.

Aid to International Secretariats in Canada
SSHRC-203
Description: Application files for grants to provide financial assistance to the secretariats of international organizations while they are located in this country.

Grants for International Congresses in Canada
SSHRC-204
Description: Application files for grants to assist Canadian scholars organizing international scholarly congresses in Canada.

Grants for Visiting Foreign Scholars
SSHRC-205
Description: Application files for grants intended for Canadian universities to invite distinguished foreign scholars for lectures and seminars in this country.

Grants to Lecture Abroad
SSHRC-206
Description: Application files for travel grants to Canadian scholars invited to lecture abroad.

Bilateral Exchange Programs
SSHRC-207
Description: Application files for grants under agreements among SSHRC and foreign governments. *Topics:* An agreement signed by the SSHRC and the *Centre national de la recherche scientifique de la France* to facilitate co-operation between French and Canadian scholars on research programs of common interest; an agreement signed by the SSHRC and the *Chinese Academy of Social Sciences* providing annually for the exchange of scholars to conduct research and give lectures; an agreement signed by the SSHRC and the *Academy of Sciences of the Soviet Union* providing for the exchange of up to ten scholars annually to conduct research and give lectures (program has been suspended since 1980); an agreement signed by the SSHRC and the *Japan Society for the Promotion of Science* providing annually for the exchange of scholars; an agreement signed by the SSHRC and the *Academy of Sciences of Hungary* providing annually for the exchange of scholars.

Special International Projects
SSHRC-208
Description: Application files for special projects of international scholarly interest funded under authorization of the SSHRC president.

Program Committees
SSHRC-210
Description: The grants program divisions of the SSHRC convene various types of program planning committees, operations committees, task forces and policy review committees to assist them in their work and report to the Council. *Topics:* Records and minutes of meetings, reports, committee membership, correspondence.

Electronic Data Banks
SSHRC-220
Description: In addition to the hard copy records and files referred to in SSHRC-10 to SSHRC-210, the Council also maintains electronic data banks of information on all individuals who apply for grants and fellowships. These banks include the applicant's name, address, academic qualifications, occupation, sex, language of application (English or French), citizenship (Canadian or permanent resident), title of project, academic discipline and amounts of money requested and awarded. Adjudication records are maintained for the research grants and fellowships programs and financial payment records are also maintained for fellowhips. The banks are used for historical records of all applicants and to initiate and record payment transactions.

Women and Work
SSHRC-230
Description: Information on requests from individuals, institutions or groups for grants in the area of women and work. *Topics:* Grant requests — research grants, seed money, research workshops.

Managing the Organization in Canada
SSHRC-240
Description: Information on requests from individuals, institutions or groups for grants in the area of managing the organization in Canada. *Topics:* Grant requests — research grants, seed money, research workshops.

Department of The Solicitor General

Background

The Department of the Solicitor General was established in 1966 when Parliament enacted the *Department of the Solicitor General Act*, which assigned to the Solicitor General responsibility and accountability for the management and direction of reformatories, prisons, penitentiaries, parole, remissions, and the Royal Canadian Mounted Police.

By 1973, evolutionary additions and changes to these responsibilities resulted in the Department's reorganization into a Ministry, incorporating the Office of the Correctional Investigator, the Correctional Service of Canada, the National Parole Board, the Royal Canadian Mounted Police and the Secretariat. On July 16, 1984, the newly established Canadian Security Intelligence Service was also added to the Ministry.

Overall Responsibilities

The Solicitor General discharges certain duties specifically assigned under a number of Acts, notably the *Royal Canadian Mounted Police Act*, the *Penitentiary Act*, the *Parole Act*, the *Prisons and Reformatories Act*, the *Immigration Act*, the *Official Secrets Act*, the *Canadian Security Intelligence Service Act*, the *Criminal Records Act*, and the Criminal Code of Canada. In addition, the agencies of the Ministry have an operational responsibility for the discharge of functions under Acts such as the *Criminal Indentification Act*, the *Diplomatic and Consular Privileges and Immunities Act*, the *Fugitive Offenders Act* and the *Migratory Birds Act*, among others. Specific mandates of the Ministry's agencies are as follows.

The Correctional Investigator's mandate is to investigate complaints from or on behalf of incarcerated persons and report upon problems identified; in essence, acting as an ombudsman, endeavouring to resolve complaints by administrative action.

The RCMP is responsible for the enforcement of federal statutes, the provision of police services under provincial and municipal contracts, and of national police services.

The Correctional Service of Canada is responsible for the custody of inmates, their health care, education, training and employment. It also provides inmate counselling and personal development programs and supervises parolees.

The National Parole Board is responsible for granting or denying parole, including day parole, to inmates of federal and provincial prisons. It also rules on unescorted temporary absences for inmates of federal penitentiaries and recommends the exercise of the Royal Prerogative of Mercy and the granting of pardons.

The Canadian Security Intelligence Service (CSIS) is responsible for the internal security of Canada.

The Secretariat is responsible for developing and co-ordinating Ministry policy and program roles, at the federal and federal-provincial levels in four major areas: criminal justice, corrections, police and security.

The Office of the Correctional Investigator, the RCMP, the Correctional Service of Canada, the National Parole Board and the Canadian Security Intelligence Service are described in greater detail elsewhere in this Register with a complete listing of the information they hold. Requests for access to information specifically related to these agencies should be directed to the Access Co-ordinator of the particular agency.

The Secretariat, which reports to the Deputy Solicitor General, is described below with a complete listing of the information banks under its control.

General Information

The Secretariat has general information services available to the public which should be consulted as a first step to obtaining information which it may hold. Please contact:

Communications Division, Programs Branch
Ministry of the Solicitor General
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P8
Telephone: (613) 995-4811

You may consult the:

Ministry Library and Reference Centre
Criminology Documentation Centre
Ministry of the Solicitor General
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P8
Telephone: (613) 995-4811

Ministry Public Reading Room

Access to policy, administrative and operational manuals which employees of the Ministry utilize to administer current government programs and other reference material is available in the Ministry Public Reading Room located on the ground floor of the Ministry headquarters at 340 Laurier Avenue West, Ottawa, telephone number (613) 995-4811, Ext. 176.

Access Procedures

Requests for access to information which may be held in the Secretariat and is not available through the general information service should be addressed to:

Access to Information and Privacy Co-ordinator
Ministry Secretariat
Ministry of the Solicitor General
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P8
Telephone: (613) 995-4811

Ministry Secretariat

The Ministry Secretariat comprises the following branches and offices:

Office of the Inspector General

The Inspector General is responsible for the monitoring and review of the operational activities of the Canadian Security Intelligence Service.

Policy Branch

This Branch is responsible for developing the strategic policy framework for the Ministry, formulating strategic policies and strategies concerning criminal justice corrections issues, and providing advice to the Deputy Minister and the Minister on a wide range of specific criminal justice issues requiring public policy determination. It is also responsible for the development and presentation of the Annual Strategic Overview of the Ministry.

Programs Branch

The Programs Branch of the Ministry Secretariat is the Ministry's research and development arm whose primary aim is to provide

information-based advice to improve Ministry decision-making related to criminal justice legislation, policy, programs and operations. The Branch is responsive to the information needs of the Secretariat, the Ministry and the larger criminal justice system. Its Divisions, in a broadly integrated process, produce knowledge and identify emerging issues through research and statistical analyses, applied research studies and evaluations of demonstration projects. The Branch disseminates knowledge to criminal justice professionals through its library, seminars, conferences, training courses and consultation services, and disseminates knowledge generally through research and statistical reports, demonstration project reports, and the Secretariat's periodical publications.

The Programs Branch also fulfills an important program delivery role for the Ministry. Activities supported by these programs are integrated with other Secretariat priorities. For example, employment development activities such as Summer Canada, New Employment Expansion Development and Canada Works are conducted in a manner which supports major initiatives like crime prevention or services to victims of crime.

The Branch consists of the Research, Planning and Liaison, Statistics and Communications Divisions, as well as the Consultation Centre:

Research Division

The function of the Division is to develop and communicate information on crime, criminal behaviour and criminal justice system operations, as well as to increase public understanding and support of crime prevention and control. This is accomplished through contracting out for research studies; communicating the results or findings of the research; identifying research requirements or gaps; providing policy advice to the criminal justice system; and supporting the development of Canadian research manpower and resources through Canadian criminological centres.

Planning and Liaison Division

The Division is responsible for identifying trends and forecasting developments within the criminal justice system and for co-ordinating Branch-wide planning. It is also responsible for a multidimensional program for the dissemination of research and other knowledge on crime and the criminal justice system through its publications and workshop programs; and for the timely exchange of information, by providing library, reference and referral services through the CRIMDOC Centre, to users within the Ministry, other components of the Canadian criminal justice system, and the research community, both in Canada and abroad.

Statistics Division

The function of this Division is to promote better information and statistics for and by the criminal justice system through statistical studies and surveys in support of policy, legislative or administrative decision making; monitoring and assimilation of statistics and information on crime and the administration of justice; and advisory services to the Minister, the Deputy, and the criminal justice system.

Consultation Centre

The function of this Division is to stimulate, foster and participate as an agent for change in the criminal justice system through participation in projects of an innovative or experimental nature within all levels of the system. The Division endeavours, within its mandate and through the discretionary application of resources, to promote community participation in the criminal justice system; to promote activities leading to the improvement in function of the criminal justice system and to promote policies and programs aimed at improving its appropriateness.

Communications Division

The function of this Division is to improve communications between the Department and the press; to publish and distribute to the criminal justice system community, as well as to interested persons, a monthly criminal justice journal; to conduct vigorous public media relations programs on new legislation affecting the criminal justice system; and to conduct a continuing public education campaign on the criminal justice system.

Police and Security Branch

The Police and Security Branch provides policy advice to the Solicitor General on the role, priorities, programs and operational activities of the Royal Canadian Mounted Police and the Canadian Security Intelligence Service. The Branch also develops policy on federal law enforcement, national policing issues, national security and contingency planning.

Treasury Board approved a major Branch reorganization designed to facilitate the realization of the Government's commitment to provide clear direction to the RCMP and the Canadian Security Intelligence Service, and to ensure the accountability of these organizations to Parliament. The Branch has two Directorates: the Police and Law Enforcement Policy Directorate and the Security Policy and Operations Directorate. In addition, there is a Security Advisory Committee Secretariat which has primary responsibility for the development of government administrative security policies.

Security Policy and Operations Directorate

The security components of the Branch were reorganized, effective February 1, 1983, to form a new Security Policy and Operations Directorate. The Directorate now comprises three Divisions: Security Policy, Security Operations and Counter-Terrorism Co-ordination and Contingency Plans Division.

The new Directorate is responsible for reviewing operational proposals referred to the Minister by the Candian Security Intelligence Service to ensure their conformity with Ministerial guidelines and standards; reviewing applications by the CSIS to the Solicitor General for approval to implement special investigative techniques provided for by the *CSIS Act;* reviewing the Government's national internal security policies in order to provide ongoing advice to the Solicitor General on operational security policy matters; reviewing all proposed changes in government policy and legislation which may have an impact on existing national internal security policies, with a view to advising the Solicitor General on co-ordinating the needs of national security and other areas of government policy; providing policy analysis in relation to the activities of various inter-departmental committees for security and intelligence; developing and co-ordinating government policy and program roles in support of the federal government's national counter-terrorism arrangements; and the development of contingency plans in response to internal security or civil emergency situations in which the Ministry has a lead role.

Police and Law Enforcement Policy Directorate

This Directorate is responsible for developing and reviewing policy proposals governing the overall effectiveness and accountability of the RCMP; developing and implementing federal policy on the management of RCMP policing agreements with provinces, territories and municipalities; reviewing RCMP policy and expenditure submissions; developing policy for federal-provincial law enforcement initiatives; and participating in the development of policy initiatives with federal and national policing and law enforcement implications.

The Security Advisory Committee Secretariat

The Security Advisory Committee (SAC) is an inter-departmental committee of senior security officials of departments having major security responsiblities. The Chairman is the Senior Assistant Deputy Solicitor General. He is assisted by a small Secretariat in the Police and Security Branch. An executive committee of the SAC meets monthly to consider major security policy issues and to identify and plan future priorities.

The Secretariat is responsible for developing federal administrative security policies; advising departmental security officers on matters of general security policy; publishing security intelligence documents; and providing direction and support to various sub-committees of the SAC dealing with specialized areas of security.

Administration Branch

The Administration Branch is responsible for the preparation, implementation and overall administration of personnel, financial and administrative policies, programs, systems, procedures and services to assist the Ministry Secretariat in meeting its organizational objectives. These reponsibilities include providing specialized advice and services to ensure delivery of Secretariat programs in accordance with legislative and central agency requirements.

Classes of Records

Commissions of Inquiry
SGC-10
Description: Information on legal and policy advice provided to the government respecting matters pertaining to commissions of inquiry having to do with the Royal Canadian Mounted Police. *Topics:* Commission of Inquiry Concerning Certain Activities of the RCMP; Commission d'enquête sur des opérations policières en territoire québecois; Royal Commission of Inquiry into the Confidentiality of Health Records in Ontario; Commission of Inquiry into the Royal American Shows Inc. and its Activities in Alberta.

Fingerprint Examiner
SGC-20
Description: Information on requirements for designation and revocation of fingerprint examiners under Section 594(4) of the Criminal Code. *Retrievability:* Files are arranged by province.

Capital Punishment
SGC-30
Description: Information on policy, inquiries and the issues leading up to, as well as follow-up monitoring, of the effects on the criminal justice system of the legislation to abolish capital punishment (includes research and statistical data).

Community-Based Corrections
SGC-40
Description: Information on the issues regarding the convicted offender serving all or part of his or her sentence in the community. *Topics:* Policy; parole decision making; mandatory supervision; remission procedures; temporary absences; caseload management; alternative sentencing; factors of success; procedural safeguards; parole and peace officer role; and probation.

Correctional Manpower Development
SGC-50
Description: Information on the staffing of correctional programs. *Topics:* Policy; volunteers; ex-inmates; training; career development; staff attitudes and surveys; job satisfaction; psychological testing and staff selection.

Corrections
SGC-60
Description: The incarceration or imprisonment aspects of the criminal justice system process; all issues having to do with the offender, the institutions, institution services, exchange agreements respecting offenders, parole and clemency. *Topics:* Inquiries; peace and security; cost of corrections; objectives; federal corrections policy; exchange agreements; parole services; clemency; statistics.

Crime
SGC-70
Description: Information on the nature and study of various types of crime, also on projects designed to develop policies, procedures or educational programs for police, the private sector, and communities directed at avoiding the commission of a criminal act or offence. *Topics:* The costs of crime and the criminal; unemployment and crime; homicide; rape; computers and crime; white-collar crime; terrorism; Cannabis; Police Training Manual; anti-vandalism; Crime Prevention Kit.

Criminal Justice
SGC-80
Description: Information on all aspects of the criminal justice system. *Topics:* Drugs; objectives of the criminal justice system; rights and responsibilities of persons in contact with the criminal justice system; myths on crime and criminal justice; natives; sentencing; victims; gun control; Criminal Code Review.

Diversion
SGC-90
Description: Information on the deflection of potential contact with any element of the criminal justice system (police, courts, institutions, parole). *Topics:* Diversion inventory; strategy; Community Kit; National Information Bank.

Incarceration (Imprisonment)
SGC-100
Description: Information on topics arising as a result of a sentence to a prison term. *Topics:* Policy; aspects of incarceration, long-term incarceration; classification and typologies; inmate rights; health care guidelines; correctional investigator; dissociation; grievance procedures; riots; hostage taking; disruption; suicide; independent chairperson process.

Institution (Prison) Design and Programs
SGC-110
Description: Information on specific programs planned or in operation within the institutions; research and evaluation of these programs; research and statistical data for long-range planning of institution size and design features. *Topics:* Policy; life skills; therapeutic programs; trade and education; treatment; living units; behaviour modification.

Juvenile Justice
SGC-120
Description: Information on issues related to juveniles coming into contact with or in conflict with the law. *Topics:* Policy; analysis — juvenile delinquency statistics; transfer — juvenile to adult court; adults contributing to juvenile delinquency.

Juvenile Offender
SGC-130
Description: Information on issues related to the convicted juvenile during the incarcerated period. *Topics:* Policy; juvenile programs; group home programs; community programs; classification and typologies.

Policing and Law Enforcement
SGC-140
Description: Information on issues related to preventive policing, law enforcement, policing and the public image of the police, excluding national security; police accountability to the executive and the public; also the resources, role, services, management and operations of the police. *Topics:* Federal law enforcement policy; law enforcement and the prosecutorial function; Marin Commission Recommendations; ports policing; Police Week; natives in policing; women in policing; recruitment; discipline; productivity; training; safety; accountability; private policing; policy discretion; patrol; patrol strategies; traffic; role concepts; and RCMP policy.

Public Attitudes
SGC-150
Description: Information on the attitudes of individuals towards the criminal justice system. *Topics:* Policy; attitudes towards agents of the system; offender attitudes; children's attitudes.

Special Offender Populations
SGC-160
Description: Information on sub-groups of offenders identifiable on the basis of age, gender, race, offence or special need. *Topics:* Policy; females; natives; sex offenders; drug offenders.

Contingency Planning — National Security
SGC-170
Description: Information on the development of contingency and preparedness plans in the event of a threat to the government structure, including situation responses, either in a resource or lead capacity. *Topics:* Contingency plans in peacetime, war, hijacking; hostage-taking; counter-terrorism programs.

Protection of Privacy
SGC-180
Description: Information on the administrative aspects of Section 178 of the Criminal Code, on the authorization of the use of electronic surveillance for the interception of private communications. *Topics:* Requests; designators; policy; legal advice; operational reports; inquiries. *Retrievability:* Files are arranged by topic, police force and authorization number.

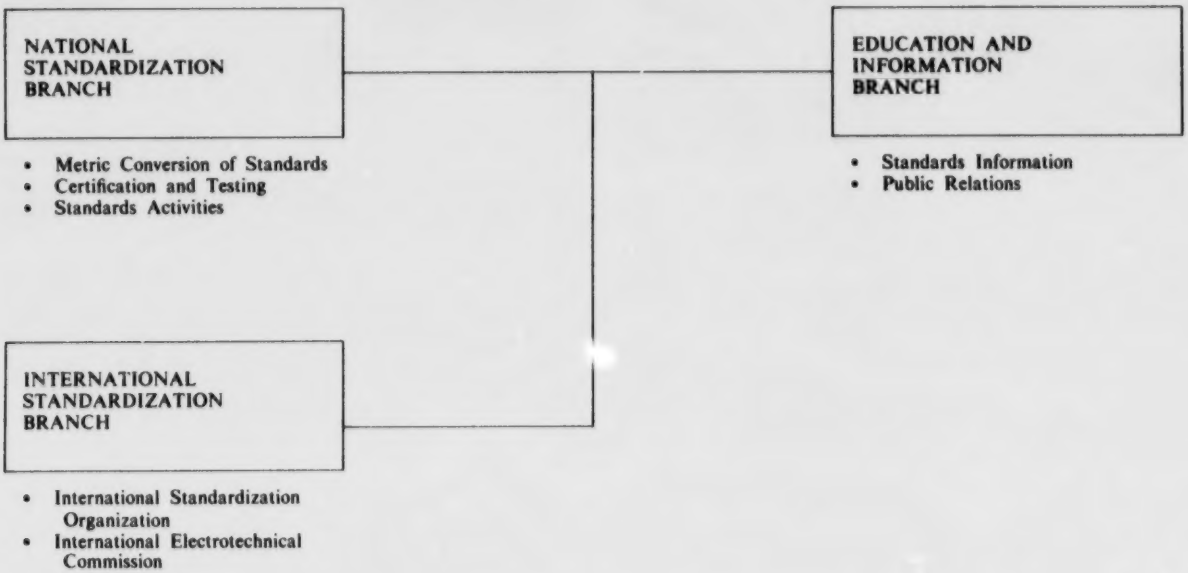
Security and Intelligence Committees
SGC-190
Description: Information on the operations of security and intelligence committees, as well as the provision of administrative and policy support to these committees. *Topics:* Security Advisory Committee; Intelligence Advisory Committee; Inter-departmental Committee on Security and Intelligence; Cabinet Committee on Security and Intelligence; subcommittees and study groups on the administrative security policy and national internal security policy responsibilities of the above committees. *Retrievability:* Files are arranged by committee, subcommittee or study group title, and by subject. All files are located in Ottawa.

Security Information
SGC-200
Description: The analysis and dissemination of information on potential threats to the internal security of the government of Canada. *Topics:* Internal security — policy; espionage, terrorism; civil disorder; analysis of security and intelligence information; periodic status reports.

Security Policy
SGC-210
Description: Information on administrative internal security policies and national internal security policies of the government of Canada. *Topics:* Administrative security policy analysis and implementation, including personnel, physical information, EDP, communications and technical security; national internal security policy, including administration of Acts, advice on pending legislation, and policy support to the Solicitor General in relation to Ministerial direction of the RCMP and the Canadian Security Intelligence Service.

VIP Protection Program
SGC-220
Description: Information on the administrative aspects of the implementation of the program designed for the protection of VIPs and designated officials. *Topics:* Protection policy; requests for protection; protection briefings; telecommunications.

Standards Council of Canada



ACCESS TO INFORMATION
CO-ORDINATOR
STANDARDS COUNCIL OF CANADA
350 SPARKS STREET
OTTAWA, ONTARIO
K1R 7S8

Background

The Standards Council of Canada (SCC) was established in 1970 by an Act of Parliament "to foster and promote voluntary standardization" in Canada "as a means of advancing the national economy, benefiting the health, safety and welfare of the public, assisting and protecting consumers, facilitating domestic and international trade, and furthering international co-operation in the field of standards."

Overall Responsibilities

The Council carries out its task through the National Standards System (NSS), a federation of accredited independent organizations concerned with standards-writing, certification and testing co-ordinated by the SCC. The system was created to provide a medium through which Canadian organizations involved in such activities may operate and co-operate to recognize, establish and improve standardization in Canada. It was designed to provide a comprehensive Canadian standardization capability to meet both national and international requirements and responsibilities.

The Council ensures effective Canadian participation in the work of the International Standardization Organization (ISO), the International Electrotechnical Commission (IEC) and any other similar international organizations engaged in the formulation of voluntary standards. Both of these international agencies have as their objective the development of standards, with a view to facilitating international exchange of goods and services. ISO work is concerned with standardization in many disciplines except for the electrotechnology field which is IEC's responsibility.

General Information

The Council operates a Standards Information Service (SIS) which assists users of standards in identifying the existence of standards documents they may require; it also identifies the organizations responsible for publishing them and advises where and how standards documents may be purchased or procured. The service is a co-operative venture of the Standards Council of Canada and the five accredited standards writing organizations of the National Standards System.

The Standards Information Service can be reached by writing to:

Standards Council of Canada
Standards Information Service
350 Sparks Street
Ottawa, Ontario
K1R 7S8
Telephone: (Toll Free) 1-(800) 267-8200

Access Procedures

Formal requests under the *Access to Information Act* should be directed to:

Access to Information Co-ordinator
Standards Council of Canada
350 Sparks Street
Ottawa, Ontario
K1R 7S8
Telephone: (613) 238-3222

National Standardization Branch

The branch assesses, and recommends for accreditation, organizations engaged in standards writing, testing and certification. It co-ordinates voluntary standardization activities among standards-writing organizations, and maintains liaison with federal and provincial government authorities in the field of standardization. The branch also reviews standards for acceptance as National Standards of Canada, and co-ordinates the implementation of international standards in Canada. It also co-ordinates the metric conversion of standards in Canada. The branch co-ordinates Canadian participation on the International Standardization Organization's policy committees for certification (ISO-CERTICO), International Standardization Organization Standardization for Consumer Policy (ISO-COPOLCO), and the International Laboratory Accreditation Conference (ILAC).

Manuals

- Criteria and Procedures for Accreditation of Standards-Writing Organizations
- Criteria and Procedures for the Preparation and Approval of National Standards of Canada
- Criteria and Procedures for Accreditation of Certification Organizations
- Criteria and Procedures for Accreditation of Testing Organizations
- Preparation and Submission of Standards for Approval as National Standards
- Conversion of Standards, Expression of Measurement, Identification of SI Standards
- Procedures for Canadian Adoption of International and Foreign Standards
- Procedures for the Recognition of Primary Responsibility for Subject Areas
- Guide on Referencing the Verification of Conformity in Standards
- Supplementary Procedures for Developing Quality Assurance Documents
- Procedures for Liaison with Government Master Construction Specification Organizations
- Guidelines for the Implementation of the Standards Council of Canada Program for Accreditation of Certification Organizations
- Manual of Procedures for Canadian Participation in International Standardization Organization Certification (ISO-CERTICO)
- Manual of Procedures for Canadian Participation in International Standardization Organization for Consumer Policy (ISO-COPOLCO)

Classes of Records

Metric Conversion of Standards
SSC-10
Description: Information on the SI standards conversion program. *Topics:* Metric Commission steering and sector committees; federal and provincial government conversion committees; advisory committee; non-Canadian standards conversion activities; metrication policy inquiries, weights and measures, articles and publications; screening for proper SI usage.

Certification and Testing
SSC-20
Description: Information on council programs for the accreditation of products and services to determine conformity of standards, participation on International Standardization Organization Certification (ISO-CERTICO) and International Laboratory Accreditation Conference (ILAC). *Topics:* Accreditation of certification organizations; accreditation of testing organizations; advisory committees; quality assurance; calibration of test equipment.

Standards Activities
SSC-30
Description: Information on council standards activities. *Topics:* Advisory committees; accreditation of standards-writing organizations; co-ordination of voluntary organizations in liaison; establishment of subject areas; assessment, acceptance and recommendation of standards as National Standards; liaison — organizations, provincial

authorities; reference to standards in regulations; standards in government procurement; procedures for assessing implementation of international standards in Canada; consumer participation in standardization.

Education and Information Branch

The branch develops, recommends and implements national information programs to communicate to the public at large and the technical, business and industrial communities in particular, information on standards and their application, standardization activities and the developments taking place within the National Standards System of Canada. The branch operates a national centre for information on standards and standards documents; is the Canadian inquiry point required by the General Agreement on Tariffs and Trade (GATT), and the Agreement on Technical Barriers to Trade; and functions as Canadian member of the International Standardization Organization Information Network (ISONET).

Classes of Records

Standards Information
SSC-40
Description: Information on national, regional, foreign and international standards, technical regulations, certification systems and other matters related to standardization. *Note:* The branch maintains computerized data bases containing bibliographic data on Canadian standards, and standards referenced in federal government regulations, which are used to produce directories for sale to the public.

Public Relations
SSC-50
Description: Information on communications with the media, publication of periodicals and information documents, development of audiovisual material and participation in commercial exhibitions and trade fairs. *Topics:* Films; press releases and press monitoring; promotions and advertising; publications and periodicals; responses to information requests.

International Standardization Branch

The branch is responsible for ensuring the effective Canadian participation in the work of the International Standardization Organization (ISO), the International Electrotechnical Commission (IEC) and other international standardization organizations, and that this participation meets the national need. It also assists the National Standardization Branch in the harmonization of international standards with Canadian standards, and the implementation of international standards in Canada.

Manuals

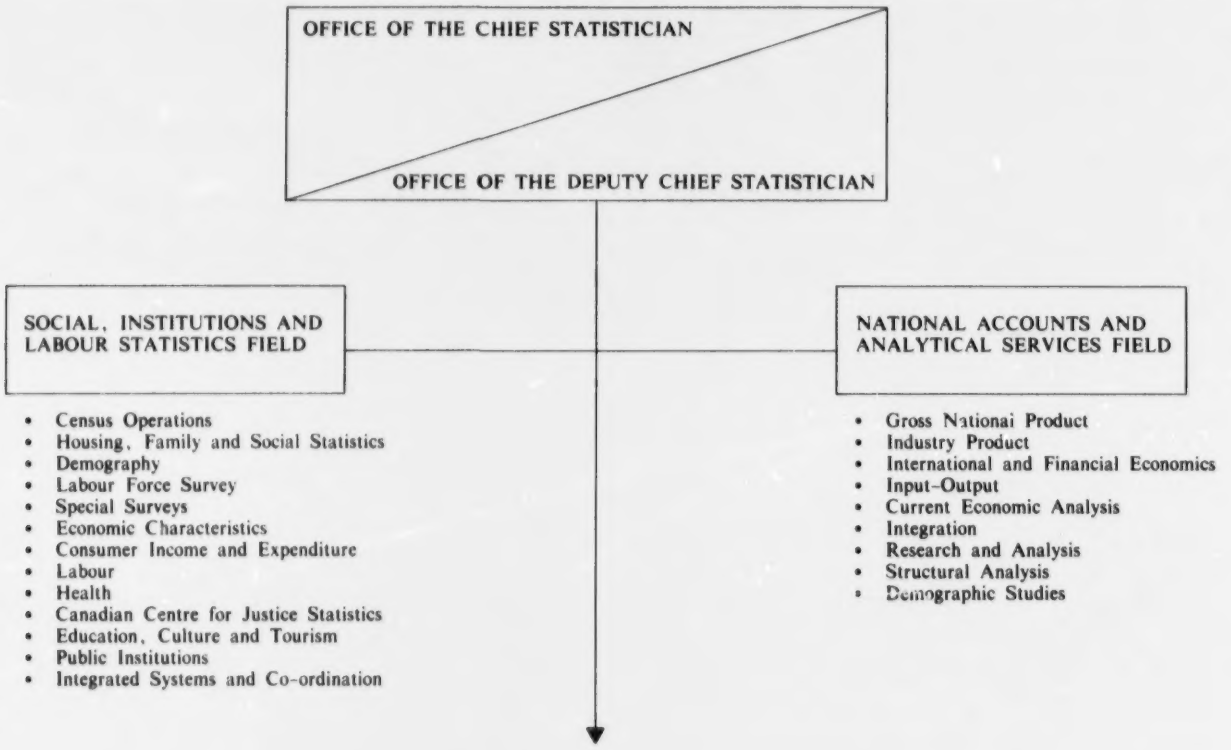
- Criteria for Canadian Voting on Draft International Standards
- Harmonization of Canadian National and Canadian International Standards Work and Management of Committees Involved in Harmonization Work
- Responsibilities and Procedures for the Canadian National Committee of the International Electrotechnical Commission
- Responsibilities and Procedures for the Canadian National Committee of the International Standardization Organization

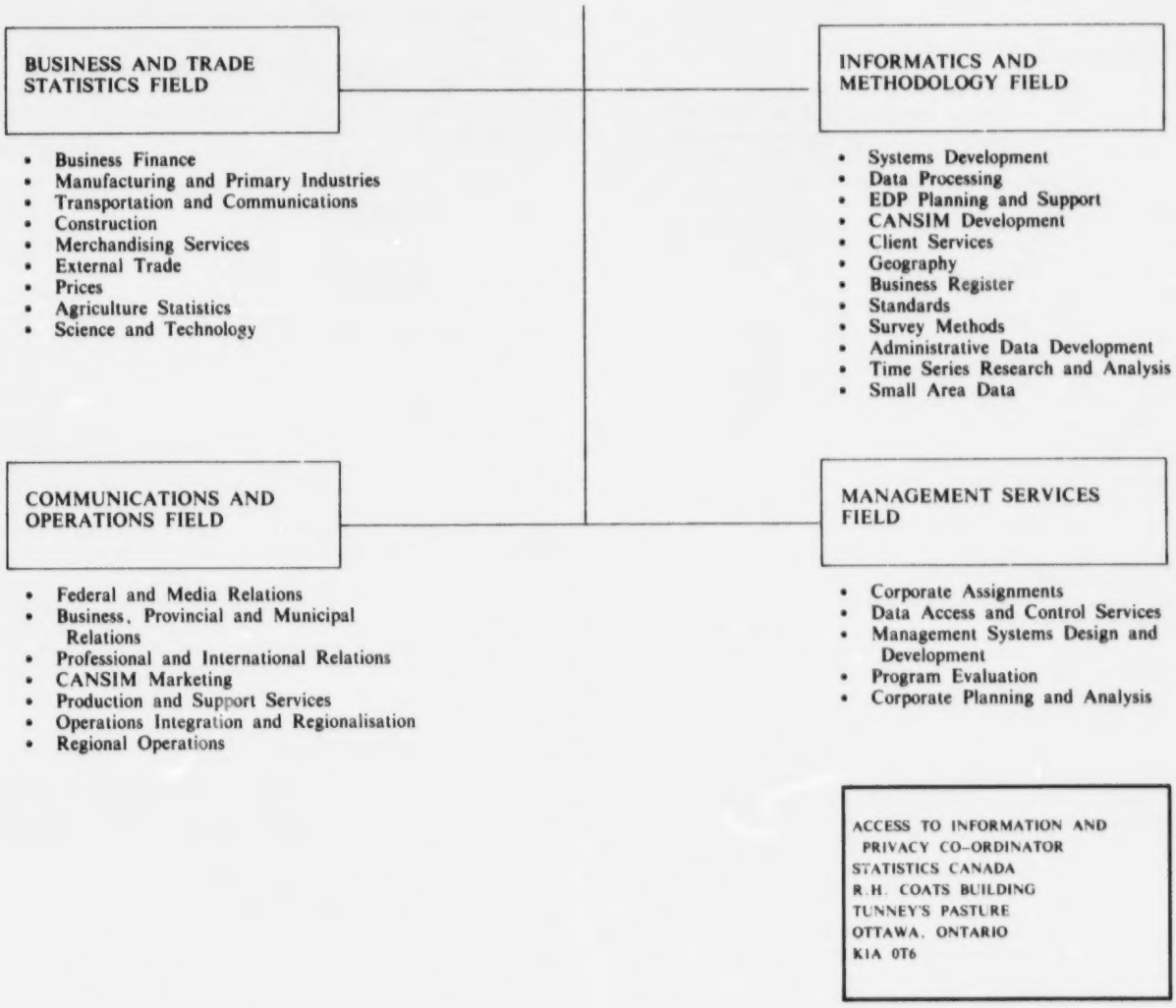
Classes of Records

International Standardization Organization (ISO)
SSC-60
Description: Information on Canadian participation in technical committee work of the International Standardization Organization to promote the development of international standards, to facilitate international exchange of goods and services, and to develop co-operation in intellectual, scientific, technological and economic activity. *Topics:* Organization; policy; ISO technical committees; memberships; working documents; minutes of committee meetings; voting register of Canadian participation.

International Electrotechnical Commission
SSC-70
Description: Canadian technical committee participation in the work of the International Electrotechnical Commission (IEC) in developing international co-operation on standardization in electrical, electronics and telecommunications engineering and unification of national electrotechnical standards. *Topics:* Organization; policy; IEC technical committees; memberships; working documents; minutes of committee meetings; voting register of Canadian participation.

Statistics Canada





ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
STATISTICS CANADA
R.H. COATS BUILDING
TUNNEY'S PASTURE
OTTAWA, ONTARIO
K1A 0T6

Background

At the time of Confederation, the *British North America Act* made the Census and statistics a responsibility of the Government of Canada. For many years, the development of statistical programs was conducted mainly under the auspices of various departments of the federal government. The first decennial censuses after Confederation were conducted through ad hoc arrangements under successive census commissioners. The Statistics Branch of the Department of Agriculture was given the responsibility for carrying out the 1911 Census.

In 1918, Parliament passed legislation establishing the Dominion Bureau of Statistics (DBS). This legislation envisaged a central statistical system, and in the following years various statistical activities previously carried on in agriculture and several other government departments were brought together under the new DBS. In 1971, Parliament passed further legislation concerning the *Statistics Act*, which, among other things, changed the agency's name to Statistics Canada.

Today, Statistics Canada is a separate agency of the government reporting through the Minister of Supply and Services. It is the core of Canada's national statistical system, one of the largest centralized statistical systems in the Western world.

Overall Responsibilities

The mandate of Statistics Canada as defined by Section 3 of the *Statistics Act*, 1971, is

(a) to collect, compile, analyze, abstract and publish statistical information relating to the commercial, industrial, financial, social, economic and general activities and condition of the people;

(b) to collaborate with departments of government in the collection, compilation and publication of statistical information, including statistics derived from the activities of those departments;

(c) to take the census of population of Canada and the census of agriculture of Canada as provided in this Act;

(d) to promote the avoidance of duplication in the information collected by departments of government;

(e) generally, to promote and develop integrated social and economic statistics pertaining to the whole of Canada and to each of the provinces thereof and to co-ordinate plans for the integration of such statistics.

The program objectives of Statistics Canada are to collect and publish in impersonal formats statistical information on the characteristics and behaviour of Canadian households, businesses, institutions and governments for research, policy development, program administration, decision-making and general informational purposes; to collaborate with other participants in the broader national statistical system in extending the system's scope, usefulness and use, and to provide leadership, professional expertise and co-ordination in such efforts.

Organization

The basic unit of organization at Statistics Canada is the division, which is responsible for managing a statistical program or providing a common central service for either internal users or the public. The first type of division is referred to as a subject matter division, the latter a service or operational division. Divisions with related or shared responsibilities are organized into branches. Branches are grouped into fields reporting to Assistant Chief Statisticians, who in turn report to the Deputy Chief Statistician and the Chief Statistician.

The Department is divided into six fields, three of which are major production sectors: Social, Institutions and Labour Statistics; Business and Trade Statistics and National Accounts and Analytical Services. These sectors are supported by the Informatics and Methodology Field, the Communications and Operations Field and the Management Services Field.

General Information

Sources of Information

In keeping with its mandate and objective, Statistics Canada undertakes to collect information describing the "commercial, industrial, financial, social, economic and general activities and condition of the people." This body of information is known as the national data base. Surveys are conducted in households, businesses and industries, social institutions and governments at all levels to acquire this information. In addition, by statutory requirement, Statistics Canada conducts censuses of population and agriculture at prescribed intervals. The surveys are conducted in a variety of ways: by questionnaire mailed out to the respondent, by interview (in person or by telephone), and by accessing the administrative files of social institutions and government departments. They are done on either a sample or a census basis.

The basic statistics thus obtained are published in their own right, and many of these also provide inputs to the set of secondary, or derived, statistics known as the System of National Accounts. Moreover, the application of identical or reconcilable concepts, definitions and classifications gives basic statistics mutual consistency. Disparate sets of statistics can then be brought together for meaningful analysis.

Dissemination of Information

Statistics Canada has devoted considerable effort towards promoting the dissemination and understanding of the information it produces. In fact, a large volume of information, including special tabulations, is released in response to inquiries from users, be they federal, provincial or municipal organizations, private associations and institutions, or the general public. Statistics Canada has, therefore, developed various products and services to facilitate access to and understanding of its information. This information goes far beyond statistical outputs and includes methodology, processes, definitions, classification criteria and assessments of the quality of the data.

Products

The objective of publishing statistical information has traditionally been met by an extensive range of conventional print publications. However, in recent years more sophisticated media of distribution such as computer tapes, access to data banks and microform have been introduced.

Statistics Canada publishes aggregates and summary tables of almost all the data that it collects. These data are obtained from all commercial, industrial, financial and government organizations in Canada as well as from individuals. They cover all aspects of the operations of commercial, private and government organizations. They also provide a comprehensive social and economic picture of each segment of Canada's population. It is to be noted, however, that the published data represent only a fraction of all the possible output that could be produced from the data collected. Special tabulations are often prepared to meet specialized requirements of users.

The *Statistics Canada Catalogue* lists those publications that contain statistical data, related reference material, special studies based on statistical data, or descriptions of Statistics Canada services and operations. One publication (*Listing of Supplementary Documents*,

Catalogue Number 11-207) lists non-catalogued material of particular interest to technically specialized clienteles. Catalogued publications may be purchased from the Publications Sales and Services Section of Statistics Canada. Copies of supplementary documents may be ordered from the library.

Many publications may be ordered directly from Statistics Canada in microfiche form. All publications ever issued by Statistics Canada are available on microfiche from Micromedia Ltd.

CANSIM is Statistics Canada's publicly accessible machine-readable data base and retrieval system. The CANSIM main base contains over 300,000 time series from Statistics Canada data, the *Bank of Canada Review*, selected U.S. Statistics and from the *Québec Statistical Review*. Both the main base and the cross-classified module may be accessed from Industrial Life Technical Services. Other service bureaus offer access to subsets of the CANSIM main base. For further information, contact the CANSIM Marketing Division at Statistics Canada.

Several areas of Statistics Canada make data available on magnetic tapes. For more information, consult the User Advisory Services Division.

The *Statistics Canada Daily*, which announces the official release of all the bureau's statistical information, is produced each working day and goes to the national press and broadcast media as well as interested individual subscribers. *Infomat*, a weekly summary of information published by the bureau, is distributed the same way.

Information Services

Statistics Canada provides a number of services to help users locate and interpret the data necessary to satisfy their requirements.

User Services

Foremost among the services provided are the Inquiries, Professional Consultation and Educational services available in local reference centres. Their addresses are provided further on in the text. Staff in these offices are equipped to assist with most questions likely to arise concerning the supply and application of data to user problems. In addition, expert advice concerning source surveys and more complex applications of data can be obtained from subject matter specialists in the agency. Should users need to communicate directly with these specialists, addresses and telephone numbers can be supplied from any local reference centre.

Statistics Canada has a Central Inquiries unit in Ottawa and User Services staff in eight cities across the country. Toll-free telephone lines to these centres are available. The services offered there are as follows:

(a) Inquiry Service: answers requests for statistical data by telephone, letter and from visitors;
- provides a collection of all Statistics Canada's recent publications as well as certain historical ones for public reference;
- provides tabulations of certain unpublished data and other selected government statistical publications for public reference;
- provides visitors with study areas.

(b) Professional Consultation Service: assists both experienced and inexperienced users with data problems;
- advises on arranging direct access to CANSIM, Statistics Canada's machine-readable data base system;
- provides feedback to Statistics Canada on the statistical needs and problems of users.

(c) Data Distribution and Promotion Services: takes orders for all Statistics Canada publications and related material such as census maps and microfiche;
- retrieves data directly from CANSIM;
- provides public copying facilities for printed materials and microfiche;
- arranges displays to promote the use of statistical data.

(d) Education Service: provides booklets on finding and using statistics and distributes copies of the *Statistics Canada Catalogue of Publications;*
- holds workshops and seminars for users on subjects of special interest, on request;
- visits educational institutions to speak on statistical subjects, on request;
- arranges local training courses on statistical subjects, such as basic questionnaire design, and sampling techniques.

Statistics Canada Library

The Statistics Canada Library provides reference materials and library services to support the research and administrative activities of the agency's staff. It also makes the resources and services available to other government departments and the general public.

The library's main holdings are within the field of socioeconomics and supporting related disciplines. A collection of approximately 100,000 volumes and more than 3,000 regularly received periodicals is maintained.

The library houses a collection of Statistics Canada publications and their predecessors orginating from 1841, Canadian and foreign government documents and extensive supporting monographs associated with the socioeconomic field together with the required bibliographies, indexes and other reference tools.

The library offers accommodation for reading and reference work in the public reading room area on the second floor of the R.H. Coats Building in Tunney's Pasture, Ottawa. Carrels are provided for the patron's use, and private studies for individual research may be reserved.

Census Pension Searches

The objective of the Census Pension Searches Program is to provide proof of age, place of residence, family relationships or length of residence in Canada from historic Census records and 1940 National Registration records. The service is normally provided in support of applications for pensions, citizenship, passports and similar situations where other more preferred administrative records are required but no longer exist or, as in a number of cases, were never issued.

Access Procedures

It is a basic element of Statistics Canada's mandate to provide information to any interested party on the wide range of subjects that it surveys and analyzes. As a function of this role Statistics Canada currently responds to thousands of inquiries a year through the established services described above, and this practice will continue. In addition, in order to meet the requirements of the *Access to Information Act*, Statistics Canada has appointed a co-ordinator of Access to Information. The principal duty of this officer will be to ensure that those people whose requirements for information are not met by existing services will be able to exercise formally their legal rights to information held by the agency.

Formal Access Procedures

Please address any formal requests to the office of

Co-ordinator, Access to Information and Privacy
Statistics Canada
Ottawa, Ontario
K1A 0T6
Telephone: (613) 990-9759

Key Contacts

Central Inquiries
User Advisory Services Division
Statistics Canada
Ottawa, Ontario
K1A 0T6
Telephone: (613) 990-8116

Publications Sales and Services
Production and Support Services Division
Statistics Canada
Ottawa, Ontario
K1A 0V7
Telephone: (613) 990-8740

CANSIM Marketing Division
Statistics Canada
Ottawa, Ontario
K1A 0T6
Telephone: (613) 990-8203/8200

Statistics Canada Library
Ottawa, Ontario
K1A 0T6
Telephone: (613) 990-8219

Census Operations Division
Census Pension Searches Unit
Statistics Canada
Ottawa, Ontario
K1A 0T6
Telephone: (613) 990-9483

Micromedia Ltd.
5th floor
144 Front Street West
Toronto, Ontario
M5J 2L7
Telephone: (416) 593-5211

Industrial Life Technical Services Inc.
99 Bank Street
Ottawa, Ontario
K1P 6G8
Telephone: (613) 238-7886

Regional Contacts

St. John's

Statistics Canada
Advisory Services
3rd floor
Viking Building
Crosbie Road
St. John's, Newfoundland
A1B 3P2
Telephone: (709) 737-4073

Halifax

Statistics Canada
Advisory Services
3rd floor, 1256 Barrington Street
Halifax, Nova Scotia
B3J 1Y6
Telephone: (902) 426-5331

Montreal

Statistics Canada
Advisory Services
Guy Favreau Complex
200 Dorchester Blvd West
Montreal, Quebec
H2Z 1X4
Telephone: (514) 283-5725

Ottawa

Statistics Canada
Advisory Services
Lobby, Coats Building
Ottawa, Ontario
K1A 0T6
Telephone: (613) 990-8116

Toronto

Statistics Canada
Advisory Services
10th floor
25 St. Clair Avenue East
Toronto, Ontario
M4T 1M4
Telephone: (416) 966-6586

Winnipeg

Statistics Canada
Advisory Services
Room 602
General Post Office
266 Graham Avenue
Winnipeg, Manitoba
R3C 0K4
Telephone: (204) 949-4020

Regina

Statistics Canada
Advisory Services
530 Midtown Centre
Regina, Saskatchewan
S4P 2B6
Telephone: (306) 359-5405

Edmonton

Statistics Canada
Advisory Services
Suite 215
11010-101st Street
Edmonton, Alberta
T5H 4C5
Telephone: (403) 420-3027

Vancouver

Statistics Canada
Advisory Services
Main floor
1145 Robson Street
Vancouver, British Columbia.
V6E 3W8
Telephone: (604) 666-3691

Toll-free access is provided in all provinces and territories for users who reside outside the local dialing area of any of the regional reference centres:
Newfoundland and Labrador — Zenith 07037

Nova Scotia, New Brunswick
and Prince Edward Island — 1-800-565-7192

Quebec — 1-800-361-2831

Ontario — 1-800-268-1151

Manitoba — 1-800-282-8006

Saskatchewan — 1(112)-800-667-3524

Alberta — 1-800-222-6400

British Columbia (South and Central) — 112-800-663-1551

Yukon and Northern British Columbia
(area served by Northwest Tel Inc.) — Zenith 08913

Northwest Territories — Zenith 22015

Other Information

Statistics Canada Records

A primary role of Statistics Canada is to disseminate all its statistical information as a service to users. In fact, the agency is one of the country's major publishers of information. The information it produces covers a broad spectrum of human and social activities and is acquired through very complex technical processes and the effort of hundreds of people.

Statistics Canada holds records, therefore, not only on hundreds of topics, but also on all the phases of the production of statistics. These range from the research and planning stages to the methods and procedures for the collection and compilation of data. Records also relate to consultation with users, analysis of statistics, production of abstracts and compendia, provisions of services and dissemination of information outputs. The public may request access to any of the above records as well as to documents relating to administrative, financial and operating data.

In order to identify and categorize information gathered by surveys, various classification structures are used. Most of these classifications are peculiar to a particular survey or group of surveys. However, four classification structures (commodities, industries, occupations and geographical areas) are widely used both within Statistics Canada and by other organizations. These classifications are available from the Publications Sales and Services Section.

To simplify the process of locating information, the Access Register identifies the subject topics handled by each area. Once a subject has been identified and located in the register, all statistical and peripheral information related to that subject can be obtained by specifying the type of information required, for example: sample size for the price index; sources of statistics on sales of alcoholic beverages; probability of error associated with the Labour Force Survey sample. It is felt that all records held by the agency can be accessed in this manner.

It should be noted that the subjects are of necessity broad in scope and only represent a summary of the file content. The description of the function of the division provides additional indications of the type of records likely to be found there. Whenever required, User Services will provide additional assistance to locate information at a much more detailed level.

Confidentiality: The guarantee of confidentiality embodied in the *Statistics Act* is seen by Statistics Canada as an essential element to the effective performance of its role, and the *Access to Information Act* and the *Privacy Act* tend to support this principle. Statistics Canada cannot accept any request for information that contravenes the confidentiality of the Act, unless explicit legislative provision is made for an exception.

Storage Media: Data collected by Statistics Canada are usually transcribed into machine-readable forms. Supplementary material such as correspondence, manuals, instructions, memoranda and notes are usually stored only in hardcopy (paper) form. However, frequently updated material, such as some manuals, may be stored in machine-readable form to be handled by word-processing equipment. In addition, certain material may exist on microform (microfilm or microfiche). Unless otherwise stated in the access notes found under the description of classes of records, statistical data are stored in machine-readable form and all other material is stored as hardcopy and filed by subject. Within a particular subject, material may be further classified by census year, geographical area, by company or institution name.

Reference Years: Dates shown after certain subject topics are the last dates for which that information is available.

Manuals: The accuracy and reliability of statistical data depend to a large extent on the process by which they are obtained. The process is complex and varies with different types of statistics. Therefore, a methodology has to be established for each survey and for each statistics production activity. As a result, several instruction manuals are developed to cover all phases of data acquisition, production and publication. These manuals can be accessed by identifying the subject. Other manuals used by the agency are listed with the appropriate class of records.

Office of the Chief Statistician of Canada

The Chief Statistician is a deputy of the Minister Responsible for Statistics Canada. He advises on matters pertaining to statistical programs of the departments and agencies of the Government of Canada, and confers with such departments and agencies to that end. He supervises generally the administration of the *Statistics Act* and controls the operations and staff of Statistics Canada.

The Deputy Chief Statistician assists the Chief Statistician in all aspects of the management and planning of Statistics Canada.

Departmental Secretariat

The Secretariat serves as the principal focal point for liaison with the Minister Responsible for Statistics Canada, other ministers, and members of Parliament generally.

The Statistics-Canada-related functions of the Secretariat include staff support to the Chief Statistician, the Deputy Chief Statistician, the Policy Committee as well as liaison with various management committees. In support of the Minister, the Secretariat processes correspondence, deals with parliamentary returns, responds to oral and written questions and prepares briefing material on issues relating to Statistics Canada's program and policies. It is also responsible for review and control of official government documentation.

Social, Institutions and Labour Statistics Field

The Social, Institutions and Labour Statistics Field conducts a wide

range of statistical programs dealing with virtually all aspects of the social, institutional and labour market characteristics and activities of Canadians.

The Field is headed by an Assistant Chief Statistician with responsibility for Census and Demographic Statistics, Institutions and Social Statistics, and Labour and Household Surveys.

Classes of Records

Field Operations
SC-10
Description: Records related to the overall functions of the field. *Topics:* Field policies; plans and programs; requests; public relations; census project team management; census research and methodology.

Census and Demographic Statistics Branch

This Branch conducts a program of censuses and surveys and related activities designed to provide comprehensive social and demographic statistics on the Canadian population.

Census Operations Division

The Census of Population and Housing is a national inventory of Canada's key socioeconomic phenomena. It is the only means by which many socioeconomic statistics are reliably produced for small areas. Its coverage extends to every person in the country. The questions asked are selected on the basis of comprehensive and carefully organized consultation with representatives of virtually every recognizable user community. Census estimates are the most widely used body of data produced by Statistics Canada. They also serve as benchmarks for the weighting of other household statistics.

The Census Operations Division is responsible for the planning, development and implementation of all production-related operations of the periodic decennial and quinquennial census of population. Activities of the Division range from the development, testing and production of the Census questionnaire package to the final retrieval and dissemination of tabulated results. Included in the process is the hiring, training and supervision of some 40,000 enumerators, the pre-computer manual processing of some nine million questionnaires, the resulting data entry and the highly sophisticated computerized edit and imputation of data. Supporting these collection and processing operations is an equally important Public Communications team responsible for publicizing Census activities from the time of data collection to marketing of the final output. Products, which consist of cross-tabulated data and reference works, are available in pre-planned publications, user summary tapes, public use sample tapes, microform and special tabulations. The data are derived from the Census micro data base, which occupies six disk packs, each containing some 300 million bytes of information. As an aid to users of census data, various reference documents and manuals are also produced that describe contents and limitations of the data base variables. Further assistance is provided through Regional Reference Centres and the Central Inquiries Unit of Statistics Canada.

Manuals

- Census Catalogue
- Census Dictionary of Terms
- Map Catalogue
- Data Catalogue

Classes of Records

Census Operations
SC-20
Description: Census records are maintained in two formats: microfilm copies of the original questionnaire and machine-readable data stored in the Census micro data base. Information from completed questionnaires dating back to 1971 has been transferred to computer tape or disk and is available in aggregate form only. Names and addresses of individuals are not contained in these files. Information extracted from the data base, therefore, cannot directly be related to an individual. *Topics:* Geographical areas; urban and rural distributions; population characteristics — fertility, name, sex, age, marital status, number of children, school attendance, vocational training, ethnic group, religious denomination, mother tongue, language spoken, birthplace, citizenship; household size; household type; family characteristics; family income; dwelling characteristics — facilities and equipment, fuels, water supply, sewage disposal; labour force characteristics — age, sex, marital status, schooling, work experience, wages and salaries, occupation, industry; business characteristics — location, size and type of operation; census representatives visitation records. *Storage Medium:* Census data are available in a number of publications, user summary tapes and microform. For a complete list of information available, inquiries should be directed to the local Statistics Canada Regional Reference Centre.

The 1940 National Registration Records
SC-30
Description: Statistics Canada maintains custody of the 1940 National Registration records. This information results from a compulsory registration of all persons 16 years of age or older in the period 1940-46. *Topics:* Name; address; age; date of birth; conjugal status; dependents; country of birth (all family); nationality; racial origin; languages; education; general health; class of occupation; occupation or craft; employment status; work experience by type; mechanical or other abilities; latent skills, wartime circumstances, previous military service. *Special Access Note:* Information contained in the microfilmed records of the 1891 and more recent censuses and the 1940 National Registration Records is confidential and available only to the person named in the records or to a legal representative authorized to settle the affairs of a senior, incompetent or dead person. To access such information, the person concerned must complete an "Application and Authorization for a Search of Census and 1940 National Registration Records" obtainable from the Census Pension Searches Unit, Statistics Canada, Ottawa. Aggregate data from the Census micro data base is available to the public. Requests for such information should be directed to Central Inquiries Unit, Statistics Canada, Ottawa.

Housing, Family and Social Statistics Division
SC-40
Description: The Housing, Family and Social Division is responsible for a broad range of data produced from the census and other sources, such as the 1984 Family History Survey, a retrospective study of family life in Canada. It carries out research and analysis of census data and other household survey data to publish reports on the socioeconomic characteristics of the population and subsets of the population. The data produced is at the individual, population, family, household and dwelling levels. Records relate to documentation and files of projects concerned with the production phases of the operation.

Demography Division
SC-50
Description: The Division is responsible for two major areas. The Population Estimates and Projections Subdivision prepares annual post-censal estimates and periodic projections of population, households, and families for Canada, the provinces and other smaller areas of the country. The annual estimates of population for Canada and the provinces are used, as required by legislation, in the administration of the *Fiscal Arrangements and Established Programs Financing Act*, 1977, and the *Canada Student Loans Act*, 1964-65. The Demographic Characteristics section develops the demographic content of censuses and surveys and analyzes the resulting data. The records relate to both areas of responsibility. Under its program "Current Demographic Analysis", the Division carries out research in various

demographic areas (fertility, migration, nuptiality, mortality, population growth) of the Canadian population. *Topics:* Population estimates; population projections; emigration; immigration; interprovincial migration; post-censal estimates; household estimates; family estimates; components of population growth — births, deaths, migration; demographic characteristics — age, sex, marital status, place of work, current demographic analysis in Canadian population.

Labour and Household Surveys Branch

This Branch conducts statistical programs of household surveys such as the Labour Force Survey, surveys of income and expenditure and establishment-based surveys of employment.

Manuals

- Z-034E Surveys Supplementary to the Labour Force Survey (January 1966 to December 1975) — Description of the surveys conducted in the period 1966 to 1975 and a listing of the publications based on the data of each survey
- Z-035B Supplementary Surveys to the Labour Force Survey (January 1976 to December 1977) — Description of the surveys conducted in the period 1976 to 1977 and a listing of the publications based on the data of each survey
- Z-036B The program of the Special Surveys Group Overview of the operations of the Special Surveys Group and a description of the surveys conducted in 1978 and 1979

Classes of Records

Labour Force Survey Division

SC-60

Description: The largest continuing survey program carried out by Statistics Canada is the monthly Labour Force Survey. This survey is conducted by personal and telephone interviews in some 56,000 households across Canada. The records relate to levels and trends in the composition, activities and characteristics of the Canadian labour force. Data is available at the detail of selected census metropolitan areas, selected economic regions and the provinces. *Topics:* Actual and seasonally adjusted employment and unemployment data; seasonal factors; structure of the Labour Force Survey sample; participation rate; multiple job holding; reasons for absence from work. *Special Access Note:* Some material held on microfiche (see Labour Division).

Special Surveys Division

SC-70

Description: The special surveys program provides a capacity to develop and carry out occasional or ad hoc household surveys. Most such surveys are conducted as supplements to the monthly Labour Force Survey, although they may be carried out quite independently on separate sample frames and using totally different survey methodology. The majority of the work carried out by the special surveys staff is sponsored (funded)by other federal departments or agencies and occasionally by provincial or other sponsors, although Statisticis Canada reserves the right to publish the survey results and in fact disseminates a considerable amount of data collected through the supplementary surveys program. Records relate to the operations of the supplementary surveys. *Topics:* Recent (1978 or later) surveys: work patterns, leisure time activities, absence from work, job opportunities, travel, travel to work, attitudes about surveys, smoking habits, victimization, graduates of post-secondary programs, labour market comparison, passenger car fuel consumption, volunteer workers, student finances, migrants to Alberta and B.C. (See manual Z-036B for detailed breakdowns.) Earlier surveys (before 1978) generally covered: demography, education, health, and the labour market. (See manuals Z-034E and Z-035B for detailed breakdowns.)

Economic Characteristics Division

SC-80

Description: The Economic Characteristics Division provides resources for the analysis and evaluation of labour-market-related data including data on occupation and industry, and it responds to special requests where expert subject-matter knowledge is required. It develops conceptual frameworks and operational definitions for measures of labour supply data. It also develops the complex derivations from micro data and specifies all labour-related output variables and tables. It determines the content of labour force survey questionnaires and recommends the labour questions to be used in the census and provides specifications for coding, edit and imputations, and other micro data manipulation logic. Records relate to documentation associated with this research and development work.

Consumer Income and Expenditure Division

The Consumer Income and Expenditure Division is responsible for providing information on family expenditure data, household facilities and equipment and incomes of Canadian families and individuals.

Classes of Records

Family Expenditures

SC-90

Description: A dual program of record-keeping and recall surveys provides detailed expenditures covering the complete budgets of families and unattached individuals in private dwellings. Programs cover selected calendar years, and have varied in scale and geographic coverage. *Topics:* Family expenditures on food, shelter, household operations, household furnishings and equipment, clothing, transportation for specific subgroups of the populations (by family income, family size, cities).

Household Facilities and Equipment

SC-100

Description: This annual survey provides data on dwellings and their characteristics, on the occupants of the dwellings and on the equipment at the disposal of the occupants. The records relate to the equipment and facilities available within individual households. *Topics:* Cooking facilities; heating facilities; water supply; bathroom facilities; refrigerators; washing machines; vacuum cleaners; sewing machines; telephones; radios and television sets; record players and tape recorders; tenure and number of rooms per dwelling; size of household; households with automobiles; garages; selected sporting and recreation equipment.

Consumer Finance

SC-110

Description: The survey of Consumer Finance is an annual household survey designed to measure the distribution of income and to provide other yardsticks of the economic well-being of Canadian families and individuals. Every second year the survey is carried out in conjunction with the Labour Force Survey, while in the alternate years it is conducted as an independent survey on a smaller sample but with greater analytic content. The records relate to income and other indicators of economic well-being of families and individuals. *Topics:* Annually: wages and salaries, self-employment income, investment income, transfer payments received, retirement pensions, other money income, income taxes, total money income, income after taxes, selected family characteristics, selected personal characteristics; occasionally: family assets, family debts, family wealth.

Labour Division

This Division is responsible for producing a wide range of labour data from surveys and administrative records. The Employment Survey (ES-1) was carried out once a month on a census basis. It covers all businesses employing more than 20 persons in the commercial sector

with the exception of agriculture, fishing and trapping. A second survey (ES-2) was conducted for businesses employing fewer than 20 persons. It covered the same sectors as the ES-1 but on a sample basis. The Labour Division carried out other surveys to obtain employment data for education and health services. In April 1983 these surveys were replaced by one (survey of employment, payroll and hours), which is partly conducted on a census basis and partly on a sample basis. Businesses of all sizes are covered as well as all industries except agriculture, fishing and trapping, religious organizations, private households and the uniformed personnel of National Defence. It also collects information on pension plans and statistics reflecting the operation of the *Unemployment Insurance Act*.

Classes of Records

Pensions
SC-120
Description: Records related to the terms and conditions of employer-sponsored pension plans in Canada. *Topics:* Eligibility; employee contribution rates; retirement benefits; retirement ages; vesting and death benefits; income, expenditures and assets of all trusteed pension plan funds.

Unemployment Insurance
SC-130
Description: Records related to unemployment insurance. *Topics:* Benefit paid; weeks of benefit; average weekly benefits; claims filed; claims allowed; beneficiaries by personal characteristics (e.g. age, sex and insurable earnings): persons contributing to unemployment insurance; contributions; benefit periods established; benefit periods terminated.

Employment and Compensation
SC-140
Description: Records related to employment and income, and employee compensation. Some data are seasonally adjusted. *Topics:* Paid hours: earnings; number of employees; labour costs by component (last data available pertain to 1978, no further survey planned); breakdowns by sex (not available after March 1983 when the new survey on employment, payroll and hours was implemented); industry: province; major urban areas; labour income.

Institutions and Social Statistics Branch

This Branch is responsible for the collection, production, analysis and dissemination of socioeconomic statistics of justice, health, education, culture and tourism, and public institutions that are required for purposes of decision-making, understanding and research in both the public and private sectors.

Health Division

The Division is responsible for the production of statistics on the health of the Canadian people, the occurrence of illnesses, the distribution and cost of health care and treatment, in Canadian hospitals and special care facilities, vital statistics (births, deaths, marriages and divorces) and statistical information on the Canadian Social Security System. This information originates in large part from provincial administrative files. A large data base measuring the health status of the population exists for the period 1978 to 1979.

Classes of Records

Institutional Care
SC-150
Description: Records related to the operation of a statistical system that provides data on patients hospitalized for disease condition or surgery; patients with psychiatric conditions; and patients hospitalized for legal therapeutic abortions. *Topics:* Hospital inpatient morbidity; mental inpatient morbidity; surgical procedures and treatments; hospital utilization; disease utilization; mental morbidity; mental health; therapeutic abortions; therapeutic abortion committees.

Operation of Health Institutions
SC-160
Description: Records related to the operation of statistical systems, annual and quarterly, measuring the operation of health institutions including special care facilities, mental institutions and residential care facilities; and records related to the development and operation of workload measurement systems covering various activities in hospitals and other care facilities. *Topics:* Agreements with provinces for the conduct of survey activities; Canadian hospital terminology and definitions, Canadian hospital accounting manual and its supplement, hospital type, ownership, capacity; list of Canadian hospitals and other related care facilities; a project to merge hospital and morbidity data (1976-77); mental health institutions; special care facilities; tuberculosis institutions (1975); unit value schedule associated with workload measurement. *Storage Medium:* Some material held on microfilm.

Health Manpower
SC-170
Description: Records related to the operation of a statistical system to provide information on various professional and technical categories of health personnel (including employment patterns, workloads, and turnover rates and salaries). *Topics:* Hospital nursing personnel and public health nurses; chiropractors; dental hygienists; medical laboratory technicians; nursing assistants; occupational therapists; physiotherapists; radiological technicians; registered nurses. *Storage Medium:* Some material held on microfilm.

Vital Statistics and Disease Registries
SC-180
Description: Records related to the operation of a statistical system of vital statistics (including births, deaths, marriages, divorces and stillbirths) and registers on cancer, tuberculosis, renal failure and notifiable diseases. *Topics:* Vital statistics — including births (fertility), deaths (life expectancy, life tables, deaths by cause, such as heart disease, cancer, suicide), marriages, divorces, stillbirths; cancer incidence; tuberculosis incidence; renal failure; notifiable diseases. *Storage Medium:* Some material held on microfilm.

Social Security Program
SC-190
Description: Records related to statistical information on social security programs sponsored by the federal or provincial governments of Canada. *Topics:* Medical care; hospital insurance and diagnostic services; unemployment insurance; Canada and Quebec pension plans; family allowances and related programs; old age security and guaranteed income supplement; social allowances and services; workmen's compensation; legal aid; criminal injuries compensation; public assistance.

Nosology Reference Centre
SC-200
Description: Records related to the elaboration of a common national approach to the classification of disease, their cause and medical intervention procedures. *Topics:* International classification of diseases; Canadian classification of diagnostic, therapeutic and surgical procedures; disease coding; death coding.

Disability Data Base
SC-210
Description: Records related to the operation of a statistical system to provide information on the prevalence of disability in Canada and the impact of disability on the life of disabled Canadians. *Topics:* Contains data on the existence, nature and severity of disability; as well as

data which describe the demographic, household, labour force, employment, education, transportation, residential and economic characteristics of the disabled.

Health Research and Analysis
SC-220
Description: Records related to research and analysis studies directed at issues in the health services sector and to a program to make users more aware of the information available. *Topics:* Directory to selected health data; health statistics compendium; health and economic activity; health indicators; hospital utilization; life table; Canada Health survey.

Health Statistics Development
SC-230
Description: Records related to the development of a statistical program to extend the scope of health and social security statistics. *Topics:* Community service statistics development; accident statistics development.

Canadian Centre for Justice Statistics

The Canadian Centre for Justice Statistics, established in 1981 to replace the Justice Statistics Division, operates as a Statistics Canada satellite. Its purpose is to produce statistics and information on the incidence of crime and on the administration of criminal, civil and administrative justice in Canada. The Centre works in partnership with the numerous provincial and federal departments and agencies responsible for the administration of justice that supply raw data to produce statistics comparable among the provinces and for Canada as a whole. The program also includes a component designed to help provincial agencies to develop systems that can provide necessary data to the Centre for national statistics programs.

The Centre is assisted in its task by a number of formal committees addressing policy-oriented as well as technical issues. They are the Justice Information Council, which is a senior federal-provincial standing committee composed of all Deputy Ministers responsible for Justice from across Canada, together with the Chief Statistician; the Liaison Officer Committee, a continuing committee composed of representatives of all the Justice Information Council members, and program committees which provide expert advice on each specific sector program within the Centre.

Classes of Records

Correctional Programs
SC-240
Description: Information related to the delivery of custodial and non-custodial adult correctional services in each of the provincial, territorial and federal jurisdictions. *Topics:* Statistical summaries feature caseload indicators, offender characteristics, and expenditure data; narrative summaries examine organizational structures, administrative procedures and correctional programs.

Criminal Courts
SC-250
Description: Information related to the operation of adult criminal courts in Canada. *Topics:* Manpower and costs associated with the administration of courts; information on caseloads, dispositions and adult offenders now under development.

Homicide
SC-260
Description: Records related to manslaughter, infanticide and murder. *Topics:* Cases reported to the police showing incidents; victims and accused; court procedures; relationship between the accused and victim; social data on the victim and the accused.

Uniform Crime Reporting
SC-270
Description: Records and projects related to police administration, crime and traffic. *Topics:* Offences by adults and juveniles; all types of offences including Criminal Code, provincial and municipal statute offences; police force manpower; traffic offences and accidents; Police — federal, provincial, municipal, railway, industrial and National Harbours Board; provincial police commissions.

Family Courts
SC-280
Description: Developmental project to gather statistics from those courts handling family matters. *Topics:* Not yet finalized, but may include basic caseload, enforcement of maintenance.

Administrative Tribunals
SC-290
Description: An inventory and comparison of federal and provincial administrative boards, commissions and tribunals in Canada. *Topics:* The powers and authority of each tribunal; internal operations; activities; appeals.

Juvenile Offenders
SC-300
Description: Records related to juvenile offenders appearing in juvenile and family courts in Canada. *Topics:* Charge; adjudication; disposition; juvenile age and sex.

Education, Culture and Tourism Division

This Division was restructured in August 1983 at the time of the creation of the new Science and Technology division. The role of the Division includes responsibilities resulting from the significant expansion of the post-secondary education statistics program and plans for a new time-use survey as part of the culture statistics program.

This Division is responsible for three separate programs. It collects and disseminates statistics on students, teaching staff, and finances of all educational institutions; culture; travel, tourism and recreation.

The cultural statistics program was initiated following a Cabinet decision in 1972 to meet specific requirements of the Department of the Secretary of State. Associated with this program is the Travel and Tourism, Statistics program, which carries out surveys on behalf of such sponsors as the Canadian Government Office of Tourism and Transport Canada. These surveys are funded by the sponsors.

Classes of Records

Elementary and Secondary Education
SC-310
Description: Records related to teaching staff, enrolments, minority and second language education, and interprovincial and international migration of children. *Topics:* Students; teachers; facilities and transportation (1971-72); boards and trustees; private schools, kindergartens, nurseries (1974-75); schools for the blind and deaf; enrolments, attendance and withdrawals (1975-76); interprovincial movement of children; minority language programs; adult education.

Post-secondary Education
SC-320
Description: Records related to enrolments and full-time teaching staff in community colleges and universities; degrees granted by universities; tuition fees and living accommodation costs for university education. *Topics:* University students; community college students; university degrees, diplomas, certificates; university tuition fees and accommodation costs; full-time university teachers, full-time community college teachers; facilities (1973); educational technology (1970); instructional media (1971-72); continuing education.

Education Finance
SC-330
Description: Records relating to expenditures of goverments, school boards, colleges and universities for all levels of education. *Topics:* Financing; estimated, budgeted and actual expenditures for educational institutions; student aid (1972-73); education price index; financial information system for school board revenues and expenditures; federal government expenditures in support of education and training.

Projections and Special Studies
SC-340
Description: Projections of basic education statistics at the beginning of the school year; socioeconomic studies on education. *Topics:* Projections; impacts of population trends on enrolment; school-leavers model; comparative education indicators; issues concerning university teaching staff. A statistical portrait of Canadian higher education, from the 1960s to the 1980s.

Cultural Institutions
SC-350
Description: Records relating to facilities provided by and expenses of cultural institutions. *Topics:* Libraries; museums; government; cultural expenses.

Cultural Industries
SC-360
Description: Records relating to characteristics of industries producing cultural goods and to their products. *Topics:* Book publishing and distribution; performing arts; recording industry; newspapers; periodicals; radio; television; film production, distribution and exhibition.

Cultural Activities of Canadians
SC-370
Description: Records relating to individuals as creative artists and performers or as users of cultural goods and services. *Topics:* Painters; sculptors; writers; actors; directors; musicians; dancers; readers and other participants.

Travel, Tourism and Recreation
SC-380
Description: Records relating to travel, travellers and recreational activities. *Topics:* Domestic travel; travel to work; outdoor recreation; recreational activities; commuting habits; travel expenditures; automobiles; public transportation; recreation equipment; vacation homes. *Special Access Note:* Refer also to SC-90 — Family expenditure survey; SC-100 — Household facilities and equipment; SC-460 — International travel; SC-840 — Services — accommodation and restaurants.

Public Institutions Division

This Division collects information on and conducts annual and quarterly analyses of financial transactions and employment of federal, provincial and local governments and their boards, commissions and agencies.

Classes of Records

Local Government
SC-390
Description: Records related to municipal governments and related boards. *Topics:* Local government revenues and expenditures; assets liabilities and debt position; employment and payrolls; urban region breakdowns.

Provincial Government
SC-400
Description: Records related to provincial and territorial governments and their boards; agencies and commissions. *Topics:* Provincial and territorial government and government enterprise; revenues and expenditures; assets; liabilities and debt position; employment and payrolls. *Storage Medium:* Non-computer files by government and agency.

Federal Government
SC-410
Description: Records relating to federal governments and related boards. *Topics:* Federal government revenues and expenditures; assets, liabilities and debt position; employment and payrolls. *Storage Medium:* Non-computer files by government and agency.

Integration and Systems Co-ordination Division

This Division provides system integration and computer and management consulting for the Social Institutions and Labour Statistics Field.

National Accounts and Analytical Services Field

This field is responsible for providing a set of macroeconomic series within the five complex frameworks of the Canadian System of National Accounts. It provides a broad band of research and analysis intended to animate society's perception of social and economic behaviour and undertakes research and development of statistical techniques.

Classes of Records

Field Operations
SC-420
Description: General operations relating to the overall functions of the field. *Topics:* Field policies; plans and programs; automation; timeliness studies; projects and surveys.

System of National Accounts Branch

The System of National Accounts provides a conceptually integrated framework of statistics and analysis for studying the state and behaviour of the Canadian economy. The accounts are centred around the measurement of activities associated with production of goods and services, and the sales of goods and services in final markets.

Gross National Product Division

This Division provides quarterly and annual estimates of the national and provincial output of goods and services by expenditure category and also by type of income generated in the production process. It also provides a picture of the key economic processes of production, income generation, sales to major markets, consumption, and capital formation.

Manuals

- System of National Accounts, Catalogue No. 13-549E.

Classes of Records

Gross National Product
SC-430
Description: Records related to the production of provincial and national accounts. *Topics:* Estimates of final expenditures by category and types of incomes generated; detailed income and expenditure data for the four sectors of the economy — persons, business, government and non-residents; estimates of production by industry; provincial

estimates of personal income and provincial product and their components.

Industry Product Division

This Division produces monthly, quarterly and annual measures of the current and constant price value of production for individual industries (approximately 200, based on the Standard Industrial Classification), the total economy and a number of special industry aggregates.

Classes of Records

Industry Measures
SC-440
Description: Records related to industrial output. *Topics:* Gross domestic product by industry; real output measures; provincial output; value added; constant price provincial output; industry measures; real domestic product; index of industrial production; gross output by industry; intermediate inputs by industry.

International and Financial Economics Division

This Division prepares statements of financial flows and balance sheet estimates for the Canadian economy, measuring the financial wealth of the country and the channels through which lending and borrowing take place. It provides a focal point for the integration of statistics related to transnational corporations and prepares statistics on international travel. It provides information on current and capital account transactions between Canada and other countries, including movements in Canada's official monetary reserves, and also provides information on Canada's international investment position. Its output depends on comprehensive survey and non-survey programs and data analysis covering merchandise trade with non-residents, imports and exports of services, unilateral transfers and long- and short-term capital flow between residents of Canada and non-residents.

Classes of Records

Financial Flows
SC-450
Description: Records related to financial flows between different sectors of the Canadian economy. *Topics:* Monetary authorities; chartered banks; public financial institutions; federal government; provincial and local governments and hospitals; social security funds; persons and unincorporated businesses; non-financial private corporations; non-financial government enterprise; near-banks; insurance companies and pension funds; other private financial institutions; rest of the world.

International Travel
SC-460
Description: Records related to the activities of Canadians travelling outside the country and visitors to Canada. *Topics:* Port of entry; Canadian residents; non-residents; vehicles; persons; receipts; payments; country of residence; expenditures; length of stay; type of transportation; purpose of trip; accommodation used; destinations. *Special Access Note:* See also SC-380 Travel, Tourism and Recreation for domestic travel.

Multinational Enterprises
SC-470
Description: Records related to the activities of foreign-controlled enterprises, companies and establishments in Canada and similar Canadian-controlled entities abroad. *Topics:* Employment; shipments; imports; capital expenditures; value added.

Balance of Payments
SC-480
Description: Schedules, correspondence and working papers related to the production of statistics on the balance of payments. *Topics:* Data for conversion of merchandise exports and imports from a customs to a balance-of-payments basis; freight and shipping receipts and payments, including ocean shipping, inland transportation and air freight; data on Canadian and foreign government transactions and on business and miscellaneous services and charges; travel expenditures; interest and dividend receipts and payments and miscellaneous income transactions with non-residents, including real estate transactions; personal and institutional remittances; flows of migrants' funds; official contributions to developing countries; capital flows, including direct and portfolio investment; short-term assets and liabilities with non-residents; investment in Canada by non-residents and investment abroad by Canadian residents; funded debt and foreign bank borrowing; geographical distributions of ownership of capital.

Input-Output Division

This Division develops annual input-output tables to provide fully integrated final revisions (benchmarks) to the production accounts within the Canadian System of National Accounts; occasional interprovincial trade flows and input-output data for each province; structural economic models of the Canadian economy; labour productivity measures in the commercial industry and subsidiary industries. It is also responsible for the provision of analytical and consultative services based on the stock of models operated by the Division.

Classes of Records

Input-Output
SC-490
Description: Records related to the development and maintenance of national and regional input-output tables, models productivity measures and correspondence with clients in reference to customer service activity. *Topics:* Annual data and records for current and constant price input-output tables encompassing 191 industries, 136 categories of final demand and 602 commodities and primary inputs; data for 1979 for interprovincial trade flows and input-output tables for each province; model documentation for national input-output tables, regional input-output tables, price model and energy mode; annual data and records relative to the development and maintenance of productivity measures; correspondence with clients of customer-specific economic models.

Analytical Studies Branch

This Branch is responsible for the integration, analysis and interpretation of data collected both within the Agency and elsewhere to describe, draw inferences and make deductions about the nature of Canadian society, as well as for the development of new and improved techniques for the statistical analysis and interpretation of social economic data sets.

Classes of Records

Current Economic Analysis Division
SC-500
Description: The staff of this unit provides a central organizing framework for monitoring the current performance of the economy. The records comprise current analyses of the Canadian economy and background studies that provide context for current analyses.

Population Studies Division
SC-510
Description: Population studies provide analysis and advice that entail merging population statistics produced by several population survey

programs. Advice is given to users who seek assistance in the application of population statistics. Studies are also aimed at advising departmental officials on policy and procedural matters related to the production of statistics and related analyses by Statistics Canada. Records relate to the above studies.

Integrated Division
SC-520
Description: This office is responsible for the conceptual integration of economic and social statistics; the design of an environmental statistics framework; the analysis and publication of environmental and urban statistics and indicators. It is also responsible for research on the necessity for basic restructuring and extension of the Canadian System of National Accounts and dovetailing this work with the fundamental re-examination of the accounts that is beginning to take place at the international level. *Topics:* Urban indicators; environmental statistics; time-use data; non-market production; microelectronics; land use; extension of national accounts; concepts, definitions.

Research and Analysis Division
SC-530
Description: The role of the division is to conduct appropriate research as well as to stimulate, support and integrate analytic work throughout the Social Statistics Field. It is also responsible for facilitating the utilization of social data files.

Structural Analysis Division
SC-540
Description: This Division is responsible for the development of structural economic models of the Canadian economy and for the provision of analytical and consultative services based upon the stock of models operated by the Division. Much of the Division's work is done on a fee-for-service basis for government and non-government clients.

Models
SC550
Description: Socioeconomic resource model, residential energy model, natural resource information systems. *Topics:* Socioeconomic resource model; residential energy model; natural resource information systems. *Special Access Note:* Documents, working papers and user's manual are listed in the Structural Analysis Division Document Index available from the Division.

Economic Data
SC-560
Description: Data input to models run specially for particular clients on a fee-for-service basis. The data relate to the environment and operations of the client organization. *Topics:* Investment project analysis.

Detailed Energy Balances
SC-570
Description: Supply and disposition tables for Canada by fuel in natural units and thermal equivalents for the years 1966, 1971, 1974 and 1976.

Business and Trade Statistics Field

This Field produces a wide range of monthly, quarterly and annual statistics on manufacturing, primary industries, transportation, communications, computing, construction, agriculture, merchandising services, external trade, prices, business finance, science and technology, small business, public finance, *Corporations and Labour Unions Returns Act*(CALURA), regional industrial structure and related areas.

Business Statistics Branch

This Branch is responsible for planning, directing, co-ordinating and controlling the activities of subject-matter divisions to ensure the provision of statistical information and advice to governments, private organizations and institutions.

Business Finance Division

This Division produces quarterly and annual corporate financial statistics and annual corporate taxation statistics. It also administers the *Corporation and Labour Unions Returns Act* (CALURA). The CALURA program includes the publication of financial statistics on corporations by country of ownership and control and a directory of intercorporate ownership. Membership, affiliation and financial statistics of labour unions are also published.

Classes of Records

Business Finance and Taxation
SC-580
Description: Records related to financial and taxation data of all corporations and financial institutions operating in Canada. *Topics:* Corporate financial statistics — assests, liabilities, shareholder's equity, revenues, expenses, profits and retained earnings; corporate taxation statistics — provincial allocation of taxable income, income taxes payable, and reconciliation of profits to taxable income; volume of cheques cashed by chartered banks.

***Corporations and Labour Unions Returns Act* (CALURA)**
SC-590
Description: Records related to financial data and ownership of corporations, and to financial statements and membership data of labour unions. *Topics:* Corporate statistics — country of control, assets, sales, profits and taxable income; directory of intercorporate ownership; labour unions — financial statistics, number of locals, members and collective agreements.

Manufacturing and Primary Industries Division

This Division conducts an annual Census of Manufacturing and Census of Forestry and current surveys, some monthly, some quarterly of the forestry, mining, energy, resource and manufacturing sectors to produce a full range of cost structure information, material input and commodity output data.

Classes of Records

Shipments, Inventories and Orders
SC-600
Description: Records related to shipments, inventories and orders; business conditions and inventory accounting methods. *Topics:* Estimates of the value of Canadian manufacturers' shipments, inventories and orders; qualitative assessments of business conditions in manufacturing and short-term production expectations; turn-over periods in manufacturing industries; inventory accounting (surveys conducted in 1949 and again in 1975).

Energy
SC-610
Description: Records related to electricity and mineral fuels. The statistical programs are carried out in collaboration with other government agencies such as the Department of Energy, Mines and Resources, the National Energy Board and the Petroleum Monitoring Agency. *Topics:* Supply and disposition of solid fuels, liquid fuels, gas and electricity; supply and disposition of metallic, non-metallic and structural minerals; financial and operating statistics in respect of energy and minerals producers and pipelines.

Foods, Beverages and Tobaccos
SC-620
Description: Records related to the production and processing of foods, beverages and tobaccos. *Topics:* Soft drinks; grain millings; oils; fats; bakery products; poultry products; meats; cigarettes, cigars and cut tobacco; processed cheese; instant skim milk powder; tea; coffee; cocoa; breweries; distilleries; wineries; dairy products; confectionery; feeds; fish products; fruits and vegetables; flour and breakfast cereal products; sugar.

Leather
SC-630
Description: Records related to the production and consumption of leather. *Topics:* Footwear; leather tanneries; shoe factories; boot and shoe findings.

Textiles and Apparels
SC-640
Description: Records related to the production and consumption of textiles and apparels. *Topics:* Canvas products; cordage and twine; cotton and jute bags; yarn and cloth made from cotton, man-made fibre and wool; foundation garments; fur goods; men's, women's and children's clothing; felt and fibre; carpets, mats and rugs; automobile fabric accessories.

Plastics, Chemicals and Rubber
SC-650
Description: Records raleated to the production, sale and consumption of plastics, chemicals and rubber. *Topics:* Paints; varnishes; lacquers; synthetic resins; pharmaceuticals; medicines; plastics; toilet preparations; industrial chemicals; fertilizers; plastic film and bags, soaps and cleaning compounds, high pressure decorative laminate sheet, plastic bottles.

Miscellaneous Manufacturing Products
SC-660
Description: Records related to the production, sale and consumption of miscellaneous manufacturing products. *Topics:* Toys; floor tiles; felts; phonograph records; pre-recorded tapes; sporting goods; scientific and professional equipment; signs and displays; jewellery and silverware; coated products.

Machinery and Transportation Equipment
SC-670
Description: Records related to the manufacture of machinery and transportation equipment. *Topics:* Agricultural implements; aircraft and parts; boat building and repair; machine shops; motor vehicles; motor vehicle parts and accessories; railroad rolling stock; miscellaneous vehicles; commercial refrigeration and air conditioning equipment; office and store machinery; truck bodies and trailers; miscellaneous machinery and equipment; ship building and repair.

Electrical Equipment
SC-680
Description: Records related to the production and sales of electrical equipment. *Topics:* Domestic refrigeration and freezers; domestic washing machines and clothes dryers; domestic electrical appliances; electric lamps (light sources); small electrical appliances; major appliances (electric and non-electric); household radio and television receivers; communications equipment; batteries; electric wire and cable; lighting fixtures manufacturers.

Wood and Furniture Products
SC-690
Description: Records related to the manufacture of wood and furniture products. *Topics:* Veneer and plywood mills; sawmills; planing mills; shingle mills; sash, door and other millwork plants; wooden boxes; coffins and caskets; wood preservation; wood turnings particle board and wafer board and miscellaneous wood products; household furniture; office furniture; electric lamps and shades.

Paper Products and Printing
SC-700
Description: Record related to paper products and printing. *Topics:* Hardboard; rigid insulating board; corrugated boxes and wrappers; printing, publishing and allied industries; pulp and paper mills; asphalt roofing; paper converters; paper and plastic bags; folding carton and set-up boxes.

Metals
SC-710
Description: Record related to primary metals (manufactured) and fabricated metal products. *Topics* Primary iron and steel; ingots, steel castings and pig iron; steel wire and wire products; chrome ore, manganese ore, cobalt, molybdenum and tungsten; ferro-alloys and addition agents; non- metallic minerals; selenium; tellurium; antimony; bismuth; unmanufactured tin; steel pipes; tubing and fittings; cemented tungsten; carbide blanks and tools; aluminium; lead and zinc; magnesium metal; metallic cadmium; metallic mercury; nickel; grinding balls; iron and steel mills; metal rolling, casting and extruding; fabricated structural metal; hardware, tool and cuttery manufacturers; scrap iron and steel; smelting and refining; ornamental and architectural metals; boiler and plate works; heating equipment; iron foundries; metal stamping, pressing and coating.

Logging (Census of Forestry)
SC-720
Description: Records related to shipments of roundwood. *Topics:* Sawlogs; veneer logs; pulpwood; poles and pilings (untreated); fuelwood; Christmas trees; miscellaneous roundwood.

Transportation and Communications Division

This Division collects, publishes and makes available statistics on air, rail, road and water transportation and on the communications industries. Part of the statistics on transportation and communications industries are collected by agreement with federal regulatory bodies including Transport Canada, Canadian Transport Commission, Canadian Radio-television and Telecommunications Commission and the Department of National Revenue (Customs and Excise) and with certain provincial departments and agencies. Statistics Canada collects returns required by these agencies under the relevant legislations as well as under the *Statistics Act*.

Classes of Records

Rail Transport
SC-730
Description: Records relating to rail transportation in Canada and between the United States and Canada. *Topics:* Freight loaded; railway finance and operating statistics; revenues; receipts from and deliveries to the United States rail connections; traffic and movement to and from U.S. regions; accidents statistics; equipment and mileage; passenger traffic; fuel consumption and employee statistics. *Storage Medium:* Some material held on microfiche.

Air Transportation
SC-740
Description: Records related to the movement of passengers, mail and cargo by air and to the activities of air carriers operating in Canada. These data are produced by the Aviation Statistics Centre, a Statistics Canada satellite co-located with the Canadian Transport Commission. *Topics:* Air carrier operations in Canada; air traffic at Canadian airports; volume of mail and cargo; origin and destination of scheduled air passengers travelling within Canada or between Canada and the United States; air carrier financial statements; international air charter statistics; airport activity and traffic flow.

Storage Medium: Some material held on microfiche and magnetic tape.

Road Transport
SC-750
Description: Records relating to road transport in Canada. Certain programs are conducted under contract to Transport Canada and the Canadian Transport Commission to enhance statistics in the priority areas. *Topics:* Urban transit, including revenues and passengers carried; miles run; intercity and rural bus company systems; gross and net sales of gasoline and diesel oil and liquified petroleum gas used for motive purposes; registration of motor vehicles including motorcycles and trailers; related licences; motor carriers, freight and household goods movers; for-hire trucking; intercity movement of goods. *Storage Medium:* Some material held on microfiche.

Water Transport
SC-760
Description: Record relating to water transportation, domestic shipping and international vessel traffic. *Topics:* Shipping and port activities; major commodities loaded and unloaded; container movements; type of cargo; water carriers; number kind, operating status and registry of vessels; carriage of goods by marine transport in Canadian coastal waters, the Great Lakes and the St. Lawrence seaway. *Storage Medium:* Some material held on microfiche.

Communications — Radio, Television, Cablevision, Telecommunications
SC-770
Description: Records related to licensed radio and television stations, including the CBC and other national and regional networks; cable television systems; telecommunications carriers; and all telephone systems operating in Canada. *Topics:* AM and FM radio time sales; financial statistics; employees, salaries and wages on radio and television broadcasting, cable television and telecommunications carriers; telephones in operation by type of service and type of exchange; cable television subscribers.

Construction Division

This Division produces estimates of annual capital expenditure plans by businesses and governments. It also produces annual measures of construction industry activity including cost, input and output data by type of trade. It is responsible for measuring the flows and stocks of fixed capital assets employed in the Canadian economy and their degree of capacity utilization. The current measures of construction activity are obtained from the analysis of municipal building permits and the Canadian Mortgage and Housing Corporation data.

Classes of Records

Housing and Building Permits
SC-780
Description: Records related to building permits and housing starts and completions. *Topics:* Number and value of building permits issued by municipalities; number of new dwelling units by type; value of residential, commercial, governmental and institutional building construction; housing starts and completions growth of housing stock; duration of construction of apartment buildings.

Construction Industry
SC-790 P6 ÷ *Description:* Records related to the construction industry and various construction contracting industries including cost, input, output data by type of trade. *Topics:* Type of construction; total value of construction; repair work; labour content; per capita value of construction; construction contracting industries — mechanical, electrical highway, road, street, bridge, general non-residential, general residential, heavy engineering and special trades.

Capital Stock
SC-800
Description: Records related to the fixed assets and their degree of utilization in the manufacturing sector. *Topics:* Series on capital stocks and depreciation in both current and constant dollars by industry and province.

Capital Expenditures
SC-810
Description: Records related to capital expenditures on new construction and new purchased machinery and equipment repair work on structures and on machinery. *Topics:* Provincial capital expenditures by industry and a breakdown of private and public investment.

Merchandising and Services Division

This Division collects data on the retail, wholesale and service trade covering the type of business, location and physical, operating and financial characteristics. Data are gathered from surveys and from administration files.

Classes of Records

Retail Trade
SC-820
Description: Records related to sales, inventories, and operating data for retail businesses. *Topics:* Chain stores; independent stores; alcoholic beverages stores; motor vehicles dealers; food stores; general merchandise stores; clothing stores; hardware stores; furniture stores; shoe stores; drug stores; campus book stores; direct sellers; vending machine operators; shopping centres; department stores.

Wholesale Trade
SC-830
Description: Records related to various types of businesses acting as intermediaries in the field of distribution. Included are wholesale merchants and wholesale agents and brokers. *Topics:* Construction machinery and equipment (1977); diesel and natural gas engine sales (1977); farm implement and equipment sales (1977); plumbing and heating; lumber and building material sales (1978).

Service Trade
SC-840
Description: Records related to financial, descriptive, and other operating data of service industry businesses. *Topics:* Funeral directors; architects; restaurants; caterers; taverns; engineering and scientific services; computer services; film distribution; motion pictures; theatres; traveller accommodation; advertising agencies (1976).

General Economic Statistics Branch

This Branch is responsible for planning, directing, co-ordinating and controlling the activities of the subject matter divisions to ensure the provision of statistical information and advice to governments private organizations and institutions.

External Trade Division

This Division is responsible for the compilation, analysis and dissemination of Canada's merchandise export and import statistics. The ongoing part of this program involves production of regular reports and special tabulations that provide data by commodity, by country, by province, of customs clearance for both exports and imports, by mode of transportation and by region of lading for exports, and by tariff item for imports.

Statistics Canada works in close co-operation with Revenue Canada (Customs and Excise) in order to capture data from the Canada Custom Import and Export Entry forms. The Division also carries on

a program of reconciliation of international trade figures on an annual basis with the United States, and it exchanges information on relevant aspects of trade statistics with other countries.

Manuals

- Standard International Trade Classification
- Customs Cooperation Council Nomenclature
- Canadian International Trade Classification
- Export Commodity Classification

Classes of Records

Exports and Imports
SC-850
Description: Records related to exports and imports. *Topics:* Exports and imports by countries and commodities; export transactions; Canadian trade; flow of goods into and out of Canada; exports by province of lading and port of clearance; imports by port of clearance; Canadian International Trade Classification; Commodity Classification; foreign trade; import and export price and volume indexes; volume of imports and exports; seasonally adjusted import and export data. *Storage Medium:* Some data held on microfilm and microfiche.

Prices Division

This Division provides information on retail (consumer) prices, living costs, and industrial, raw material and construction price indexes.

Classes of Records

Retail Prices and Living Costs
SC-860
Description: Record related to the measurement of consumer price changes and place-to-place price difference, including concepts and procedures. *Topics:* Consumer price indexes; average retail prices for selected commodities; inter-city price comparisons, foreign service post indexes and Canadian isolated post indexes' index methodology and concepts. *Storage Medium:* Some material held on microfiche.

Industrial Prices
SC-870
Description: Records related to the measurements of price movements in the production and distribution of commodities and services. *Topics:* Selling price indexes; manufacturers' selling price indexes; contractors' selling price indexes for a limited number of construction activities; electric utility selling price indexes; selected input index; special purpose indexes for capital expenditures; machinery and equipment, by industry of purchase; raw materials price indexes, including data for imported as well as domestically produced goods. *Storage Medium:* Some material held on microfiche.

Agriculture Statistics Division

The Agriculture Statistics program provides data on the supply of food commodities (i.e., production and inventory levels), data on the levels of returns to resources used in farming and data on the economic welfare of farmers.

The Agriculture Statistics program comprises a recurring five-year census of agriculture, which produces a comprehensive micro-data of primary production units. This generates disaggregated data on the structure and characteristics of the farm sector as well as a base for an intercensal program of crop acreage, yield and production estimates, estimates of livestock and poultry inventories on farms and an integrated set of farm income and expenditure accounts. The intercensal program depends on farm surveys and administrative data.

Classes of Records

Census of Agriculture
SC-880
Description: Records related to recurring five-year and ten-year censuses of agriculture. *Topics:* Numbers of farms areas; tenure; crops; livestock; farm machinery; hired agricultural labour; off-farm work by operators; capital value and type of organization; entrants to and exiters from farming occupation. *Special Access Note:* Census of Agriculture data are available in a variety of forms — printed volumes, graphic presentations, photocopies of tabulations, microfilm, microfiche, user summary tapes, and special tabulations. Most information is available from the Publication Sales and Services Section. User summary tapes and special requests are handled directly by the User Services Section of the Agriculture Division.

Crops
SC-890
Description: Records related to measurements and forecasts of area, yield and production, as well as stocks and movement of most crops grown in Canada. *Topics:* Field crops; grain marketing; horticulture; per capita food disappearance. *Storage Medium:* Some material held on microfiche.

Farm Income and Prices
SC-900
Description: Records related to farm financial accounts. *Topics:* Farm cash receipts; farm expenditures; expenses; farm net income; inventory changes; farm prices and indexes; farm debt; value of farm capital; wages paid to hired farm help; number of farms. *Storage Medium:* Some material held on microfiche.

Livestock and Animal Products
SC-910
Description: Records related to production and per capita disappearance of meats and animal products; wool production; dairy statistics; stocks of frozen food. *Topics:* Inventories; actual and forecasted births and deaths; cold storage; dairy products; fur; poultry and eggs; livestock slaughter; wool. *Storage Medium:* Some material held on microfiche.

Science and Technology Division

This Division, established in August 1983, encompasses the Science Statistics Centre, the personnel and budget transferred to Statistics Canada from the Ministry of State for Science and Technology, and the developing work on science and technology indicators. The basic mission of the Division is to assure the availability of pertinent statistical information in support of science and technology development in Canada.

Classes of Records

Science Statistics
SC-920
Description: Records relating to the nature, state and direction of science and technology in the public and private sectors. *Topics:* Science and technology in the federal government (by department and program); in Canadian industry (by selected industries); in private non-profit organizations; in certain provincial governments; and in universities.

Informatics and Methodology Field

This Field ensures that the statistical methodology used by all surveys is sound and statistically efficient and provides leadership for and management of information processing in Statistics Canada.

Informatics Branch

As a departmental electronic data processing (EDP) centre, the Branch provides EDP services to Statistics Canada. The Branch headquarters staff, in conjunction with other members of the Branch, is responsible for the formulation of policies relating to EDP and managing the overall activities of the Branch. It also co-ordinates relations with the users of various systems and data processing services. The Branch provides the chairman and secretariat services for the Executive Subcommittee on EDP.

Classes of Records

General Operations
SC-930
Description: Records relating to the overall functions of the Branch. *Topics:* Branch policy; automation; security; equipment evaluation; equipment acquisition; software evaluation; software acquisition.

Systems Development Division

This Division is responsible for the planning, design, development and maintenance of specific application EDP systems for a particular user. The Division is also responsible for EDP training and for the provision of professional advice and direction to the evolution of departmental system and related methods of work.

Classes of Records

Systems and Programs
SC-940
Description: Sets of instructions to enable a computer to perform a given task. *Topics:* Application programs; application systems; utility programs; generalized programs; control programs; system software. *Retrievability:* Sequenced by system identification code.

System Documentation
SC-950
Description: General descriptions of the operations of programs and systems. *Topics:* System specifications; system flowcharts. *Retrievability:* Sequenced by system identification code.

EDP Training
SC-960
Description: The EDP Training section, in conjunction with the Departmental Training and Development section, evaluates the requirements of the agency for EDP training, evaluates and develops courses and co-ordinates the teaching of courses. Records relate to all aspects of EDP training. *Topics:* Data processing; time sharing; programming and systems analysis; software packages. *Special Access Note:* For information consult the Departmental Training and Development section.

Data Processing Division

This Division is responsible for providing data entry and general purpose graphics and related computer services to the agency. It operates central computing installations and provides storage facilities for most of the agency's machine-readable data.

Classes of Records

Geocartographics
SC-970
Description: The geocartographics centre consists of a multidisciplinary team that offers computer assisted drafting, graphics, cartography and geography services. Its records consist of correspondence, studies and reports related to various aspects of the work of the centre. *Topics:* Determination of inhabited areas; co-ordinate transformation systems; geographically referenced data storage and retrieval system; automated cartography; spatial systems technology; spatial information display system; mapping programs; dot mapping; digitization of area data; perspective view maps; map projections; choropleth maps; polygon encoding methods; projection transformation.

EDP Planning and Support Division

This Division is responsible for planning and co-ordinating the acquisition and maintenance of computer hardware and software. It provides technical support for the operations of various facilities, develops and maintains generalized programs and systems. It is also responsible for the administration of machine-readable data, programs and systems, automation research and EDP policies, standards and procedures.

Classes of Records

Automation Research
SC-980
Description: Research into the feasibility and applicability of new EDP technology to the agency's work and evaluations of the cost effectiveness of new EDP technology. *Topics:* COM (Computer Output to Microfilm); OCR (Optical Character Recognition); RJE (Remote Job Entry); telecommunications; data storage media; time-sharing; terminals; word processing; page printing; mapping; geocoding.

EDP Standards and Procedures
SC-990
Description: Records related to standards and procedures applicable to EDP functions. *Topics:* Planning; project development and control; EDP services; procurement of goods and services; hardware; software; security; standards; training; documentation; maintenance of programs and systems; data capture; software support; data storage; archiving of machine-readable material; general data administration.

CANSIM Development Division (See also CANSIM Dissemination Division)

This Division is reponsible for developing new and additional methods and services to make Statistics Canada's information available to broader audiences using electronic means. In this respect the CANSIM Development function focuses on the following areas: providing easier access to existing data bases such that new clientele can use electronic information services. Current projects are the TELICHART system, the use of micro-computers linked to CANSIM data bases, and the use of public electronic mail services provided by Bell Canada and CNCP. It also focuses on fundamental research and development in the areas of data documentation and description called meta-data.

The Client Services Division provides for all users a unified and comprehensive interface for all Systems and Data Processing Branch services, including the business aspects of the Branch's relations with its client.

Classification Systems Branch

This Branch is responsible for the development and promulgation of classification systems; the standardization of economic, social and geographic concepts; the development, enhancement, maintenance of the business register as a major integration instrument of survey-taking; and the exploitation of taxation and other administrative data.

Classes of Records

Geography Division
SC-1000
Description: Records related to geographically referenced data; current census boundaries; and specifications for maps and bulletins. *Topics:* Municipal boundaries; street names; geographic concepts; geographical reference data; geostatistical areas — provinces, census divisions, counties, regional municipalities, regional districts, cities, towns, villages, townships, census tracts, census metropolitan areas, enumeration areas; street indexes for large (50,000 +) urban areas; enumeration area maps; geostatistical area maps. *Storage Media:* Enumeration area maps held on microfilm for the 1971 and 1976 Census and on hard copy (paper) format for 1981.

Business Register Division

This Division is responsible for the development and maintenance of a central register of firms and their constituent establishments for purposes of statistical collections. The Business Register Master File lists businesses, institutions and similar organizations engaged in economic activity in Canada. The Division is also responsible for accessing statistical data from Revenue Canada taxation records to supplement or replace data collected by survey.

Classes of Records

Business Profiles
SC-1010
Description: Records related to the maintenance of the Business Register and the structure of reporting units. *Topics:* Business register specifications; release lists control; profiles of establishments; up-to-date names and addresses of businesses; profiling procedures. *Storage Medium:* Some material held on microfilm and microfiche.

Taxation Data
SC-1020
Description: Records related to the accessing of statistical data from taxation records of incorporated and unincorporated businesses. *Topics:* Access to T1 and T2 tax returns; professional and business tax returns; T4/T4A tax form summary; use of tax data for statistical purposes.

Standards Division

This Division develops standard classification systems for industries, commodities, occupations and geographical areas. It monitors their implementation, delineates statistical structures, standardizes economic and social concepts and provides a comprehensive survey level documentation for each survey in Statistics Canada.

Manuals

- Standard Commodity Classification
- Standard Geographical Classification
- Standard Industrial Classification
- Social Concepts Directory
- Standard Occupational Classification
- Inventory of Statistics Canada Questionnaires on Microfiche
- Industrial Commodity Classification

Classes of Records

Standards
SC-1030
Description: Correspondence, research and background papers related to the production of standard classifications and concepts. *Topics:* Standard geographical classification; social concepts directory; principal commodity groups; standard commodity classification; standard classification of services; international standard classifications; standard occupational classification; standard industrial classification; industrial company classification; Statistical Data Documentation System; Statistical Units; profiling.

Methodology Branch

This Branch plans, organizes and directs the work of the divisions and staff engaged in the development, implementation, analysis and evaluation of the statistical methodology underlying all of the programs of the agency.

Manuals

- Standard Commodity Classification
- Standard Geographical Classification
- Standard Industrial Classification
- Social Concepts Directory
- Standard Occupational Classification
- Inventory of Statistics Canada Questionnaires on Microfiche
- Industrial Commodity Classification
- The X-11-ARIMA Seasonal Adjustment Method, Catalogue No 12-564E or F

Classes of Records

Survey Methods (Census and Household; Institutions and Agriculture) Divisions
SC-1040
Description: Centralized methodology groups are responsible for achieving the most effective balance between the cost of data collection and the quality of statistical output. They are also responsible for focussing research and development efforts on issues and problems common to a variety of individual surveys or censuses. The records relate to methodological issues and research on survey design, estimation techniques and methods in analysis of data from complex surveys. *Topics:* Planning; work plans; work programs; editing; imputation; faulty and missing data; quality control; record linkage; sample design; estimation procedures; methods of analysis with data from complex surveys and other survey methods research. *Storage Medium:* Some material held on microfiche.

Business Survey Methods Division
SC-1050
Description: The Division is responsible for methodological services to business surveys and in some cases for systems design and development. Its services are available to other divisions in Statistics Canada and to certain government and non-government agencies concerned with businesses. The records relate to methodological issues and problems common to the business surveys. *Topics:* Concepts; definitions; index formulation; survey design and estimation; quality control; methodology of sampling frames; data linkage techniques; estimation procedures; data edit and audit; confidentiality; non-sampling errors.

Administrative Data Development Division
SC-1060
Description: The Administrative Data Development program was established in 1979. The records relate to the study and development of methods and approaches to explore the statistical potential of administrative data files from other federal or provincial institutions for small area social statistics as an alternative or complement to direct data collection through censuses or surveys.

Time Series Research and Analysis Division
SC-1070
Description: This Division is organized as an applied research group. Its objective is to improve the quality of seasonal adjustments of economic time series and the analysis of the evolution of seasonality in the Canadian economy. It provides services to divisions that publish main economic indicators in seasonally adjusted form and services to the user community in general on seasonal adjustment and time series problems. The records relate to fundamental research on seasonality and time-series analysis. *Topics:* Time series; short series; Box-Jenkins (ARIMA) forecasting models; tests; indirect adjustment; seasonality; interpolation; benchmarks; polynomial seasonal adjustment methods; filters; X-11-ARIMA.

Small Area Data Program
SC-1080
Description: This newly created program is responsible for providing more detailed data on small businesses and more detailed regional data.

Communications and Operations Field

This Field provides a full range of external communication functions, including respondent, user, media and international relations. It also administers the central and regional operational functions essential to the conduct of the agency's statistical programs, including regional data collection and processing activities, marketing, publishing and electronic data dissemination.

Marketing and Information Services Branch

This Branch is responsible for the activities that design and organize the information products of the agency to service the needs of its various clients at the federal provincial and municipal government levels, and by diverse public and private sector users.

Federal and Media Relations Division

This division is responsible for co-ordinating, consulting and collaborating with federal departments. It provides consultative services to prospective survey sponsors and educational material, training sessions, seminars and other presentations for those with an interest in survey reasearch. It is also involved in reviewing the paper burden imposed on businesses by federal government departments and agencies for the collection of information.

The Division is also responsible for Statistics Canada's relations with the media and the general public. It offers various services within the agency such as providing writing and editing services for publications for survey publicity, respondent letters, brochures, media advertising and information manuals. It deals with media relations through speeches, newsletters, press releases and press conferences. It publishes the *Canada Year Book*, the *Canada Handbook*, the *Daily*, a weekly digest, *Informat*, and an employee newspaper *Scan*. It also produces Statistics Canada's annual report.

Business, Provincial and Municipal Relations Division

This Division is responsible for consultation and collaboration with provincial and municipal agencies and businesses, academic institutions, unions and non-profit groups. One of its principal responsibilities is to provide consultative services to the provinces and territories who have central statistical agencies or designated focal points to work with Statistics Canada. This consultation is carried out on an informal basis through daily contacts and interaction between the personnel of Statistics Canada and provincial and territorial government statistical agencies. It is also carried out formally through the Federal-Provincial Consultative Council on Statistical Policy and 14 federal-provincial committees. These consultations have led to the signing of over 100 formalized joint data collection program elements.

The Division produces the *Statistics Canada Catalogue of Publications* and a variety of pamphlets and brochures to help users find and use statistics and for improving the dissemination and use of the diverse range of Statistics Canada's products.

Professional and International Relations Division

This office co-ordinates Statistics Canada's international involvements with statistical agencies of other countries and international organizations that have statistical activities, such as the United Nations and its speciaized agencies, the Organization for Economic Co-operation and Development, the Commonwealth and so on. It directs the work required for meeting international obligations such as representation at conferences or data reporting. As a member of several international organizations, Statistics Canada participates in the development of common standards and frameworks for the compilation of internationally comparable statistics; Statistics Canada is also concerned with helping developing countries to enhance their statistical capability.

The Division is also responsible for liaison with academic research and professional institutions as well as for establishing fellowship and internship programs.

CANSIM Marketing Division

CANSIM Division is a two-component division with one component responsible for dissemination and the other for development. CANSIM Dissemination is organizationally located in the Communications and Operations Field, while CANSIM Development constitutes part of the Informatics and Methodology Field. CANSIM Dissemination is responsible for entering, maintaining, revising and updating the Canadian Socio-Economic Information Management System, which is an aggregative socioeconomic statistical data base. The data bases are made publicly available through commercial time-sharing service bureaus for statistical information and research and analysis. Its staff assists users of the services and performs retrievals from the CANSIM data base for users who are not equipped with a terminal or who require output on cards and tapes.

Manuals

- CANSIM Main Base Directory
- CANSIM Mini Base Directory

Operations Branch

This Branch is responsible for analyzing, evaluating and reviewing all statistical operations; for directing all regional operations; and for managing the integrated headquarters operations. It also develops and implements approaches and strategies for integrating operations and services throughout the agency, including the regionalization of operational activities, and manages and co-ordinates related production support services.

Production and Support Services Division

This division is responsible for providing a complete publishing service for Statistics Canada's publications program and the provision of all other production and operational support services within Statistics Canada and for developing and implementing all general administrative and technical support policies and systems.

Operations Integration and Regionalization

This organization is responsible for the full scale review and analysis of all internal operations and services of Statistics Canada with the aim of developing approaches and strategies for changes in organization and methodology to achieve better integration and overall co-ordination of these operational processes and services, and for the implementation of approved action plans to either regionalize or better integrate residual operations and services at headquarters that are not appropriate for regionalization.

Regional Operations Branch

This organization is responsible through a headquarters staff and a network of regional offices for survey data collection, primary processing and editing, for the provision of statistical information and advice at the regional level, and for related user respondents and community relations. Regional offices are located in St. John's, Halifax, Montreal, Ottawa, Sturgeon Falls, Winnipeg, Edmonton and Vancouver. A user advisory sub-office is also located in Regina. These regional offices

(a) carry out survey operations. As the data collection arm of the agency for population and agriculture censuses, for all household surveys, and for a large volume of business surveys, the regional offices collect data by personal or telephone contact with the survey respondents, be they households, as for the Labour Force Survey, or business establishments, as for the Consumer Price Indexes. To carry out this work, a full-time staff of 380 employees is supported by some 1,500 part-time interviewers working from diverse locations across the country. The permanent staff of this organization serves as the nucleus for the build-up needed every five years when 2,000 Census commissioners and some 40,000 Census representatives are employed on the collection and initial processing of the Censuses of population and agriculture.

(b) provide statistical advisory services to meet the statistical information and consultation requirements, including sectorial and regional analyses, of users of statistics across the country;

(c) are also responsible for public and community relations at local levels, for the co-ordination of regional market research activities and of promotional programs to make known the use of Statistics Canada data products and services.

Management Services Field

This Field organizes and co-ordinates internal management services including the development and implementation of all management policies and systems within the agency and the assessment of the efficiency and effectiveness of these programs.

Corporate Assignments Division

This new division was created in response to a departmental need for persons to work on special assignments, studies, exhibitions and task forces, as well as persons to fill posts that do not need "permanent" incumbents. Such assignments provide departmental opportunities for the staff of Statistics Canada to meet new challenges and experience a variety of work.

Data Access and Control Services

This unit serves as a departmental focal point for matters relating to the confidentiality of the information collected by Statistics Canada. It also administers services pursuant to the Access to Information and Privacy legislation.

Management Practices Branch

This Branch is responsible for developing food management systems to support the agency's managers in achieving departmental objectives and for ensuring that management practices identified by the Office of the Comptroller General are carried out.

Management Systems Design and Development Division

This Division is responsible for the development of concepts and design of systems covering such aspects of management as accountability, planning, information systems, performance measurement, quality assessment and the status reporting for project and services provision. It is also responsible for the co-ordination of the above with other management practices that are the responsibility of functional areas such as corporate planning, program evaluation, internal audit, personnel, finance, operational planning and budgeting and production and support services.

Internal Audit Division

The Division provides an independent and systematic review and appraisal of all departmental operations and furnishes senior management with objective information on the adequacy of management control procedures and frameworks. These audit activities cover all process systems and procedures of management including planning, performance measurement, financial and personnel management and data processing.

Program Evaluation Division

The Division is responsible for evaluating Statistics Canada's programs to assess their effects and the continued relevance of their objectives; and to investigate alternatives that might achieve the objectives in a more cost-effective manner.

Corporate Planning and Analysis Division

This Division is responsible for the development and continuing assessment of departmental objectives and priorities; the devising of appropriate options and strategies for their achievement; and the development of medium or longer-term plans reflecting them.

Operational Planning and Finance Branch

The Branch is responsible for planning financial requirements and monitoring and controlling financial expenditures of the bureau. It is composed of three areas: program and financial planning, financial services and management information systems.

Financial Policies and Systems Division

This Division is responsible for the development, design, implementation and review of departmental financial policies, systems and procedures.

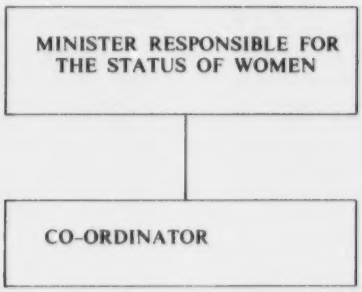
Financial Operations Division

This Division is responsible for the account office, which retains records on all expenditures and revenue transactions, the financial management information system (REMAPPS), recoverable projects accounting, contract administration and general accounting services.

Operational Planning and Programming Division

This Division is responsible for the management of the departmental operational planning system and the preparation of a multi-year operational plan and current year work planning processes and associated budgets.

Office of the Co-ordinator, Status of Women



- Social Policy
- Economic Research and Policy Analysis
- External Relations
- Legal Policy
- Parliamentary Relations
- Communications
- Personnel, Finance and Administration

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
STATUS OF WOMEN CANADA
151 SPARKS STREET
ROOM 1005
OTTAWA, ONTARIO
K1A 1C3

Background

In 1967, the Government of Canada, seeking to confront the difficulties faced by women in Canada, established a Royal Commission on the Status of Women (RCSW). In 1970, the RCSW tabled its Report to Parliament containing 167 recommendations to both federal and provincial governments. Since 1971, Canada has had a Minister Responsible for the Status of Women within the Privy Council Office. In 1975, a special project called International Women's Year was set up to promote the role of women and special information and educational programs were instituted across Canada to explain the situation of Canadian women. In 1976, the Office of the Co-ordinator, Status of Women became a department under Order in Council P.C. 1976-779.

Overall Responsibilities

There are two primary divisions in the responsibilities of officers in the agency:

- functions internal to government, that is, analysis and monitoring of legislation, policies and programs of all government departments, including liaison with status-of-women integration "mechanisms" in each department; and
- federal-provincial relations, including liaison with provincial government status-of-women responsibility centres and relations with non-government women's organizations.

In addition, all activity in the Office can be classified as one of three types: liaison; analysis and monitoring; and co-ordination. Activities take place in the areas of social, economic and legal affairs.

All liaison activities have as their prime purpose the acquisition and exchange of information in order to provide advice and recommendations to the Minister. Liaison can occur at three levels:

- between officials at the working level (according to a Cabinet Decision of February 16, 1976, each department and agency has designated a status-of-women "mechanism" who has direct input into policy and program development in that department);
- between deputy heads of departments and agencies (for purposes of the *Financial Administration Act*, the Co-ordinator, Status of Women has the status of deputy head); and
- between Ministers.

The Office's planning operations function in two distinct ways:

- policy development and reporting activities for the Minister, planned by the Minister and the Co-ordinator, Status of Women and carried out in a systematic manner; and
- co-ordination of and co-operation in activities of other departments in all major policy review activities of government, which are most often not within the sole control of the Minister and as such require that planning be acceptable to the occasion.

Access Procedures

All formal requests under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Office of the Co-ordinator, Status of Women
151 Sparks Street
Room 1005
La Promenade Building
Ottawa, Ontario
K1A 1C3
Telephone: (613) 995-7835

Office of the Co-ordinator

The mandate of the Co-ordinator, Status of Women is to ensure that the government's overall commitment to improving women's legal, social, cultural and economic position is met through monitoring of actual or planned government initiatives and new policy proposals.

Parliamentary Relations

Under the direction of the Co-ordinator, this unit co-ordinates and prepares confidential briefing notes for the use of the Minister in the House of Commons. This includes notes for Debates and for Question Period, as well as background information frequently based on Cabinet Decisions and Directives.

Classes of Records

Ministerial Affairs
SW-10
Description: Notes for Debates and for Question Period as well as background information frequently based on Cabinet Decisions and Directives. Reports on activities of federal departments, other governments and non-government organizations and departmental recommendations to the Minister.

Federal Government Affairs
SW-20
Description: Information on women's issues, correspondence between departments to ensure that program objectives which promote women are met. *Topics:* Employment programs; outreach; employment services; federal contracts; Women's Bureau; maternity benefits; affirmative action; rug-ranking; day care centres.

Legislative Aspects
SW-30
Description: Information on legislative measures to amend or revise individual acts, such as the *Charter of Rights*. *Topics:* Adoption leave; maternity leave; fair employment practice; survivor's pension; homemakers; rape; sexual assault; human rights; victims of crime; pornography; prostitution; abortion — constitutional legislation; Alliance for Life; unified family court; transfer of divorce legislation; enforcement of maintenance.

Committees
SW-40
Description: Material on the establishment of committees, working groups, interdepartmental committees and intergovernmental committees. *Topics:* Committees related to Year of the Child; sexual harassment; mechanisms to integrate Status of Women concerns; Year of the Disabled — 1981; victims of crime; family benefits; ratification on convention; Royal Commission on the Status of Women; women and aging.

Economic Affairs

This unit analyzes federal government policies and programs for their impact on women, develops departmental policy and provides advice on economic issues to the Co-ordinator and the Minister, including employment, statistics, tax policy, pensions policy and economic development.

Social Policy and International Relations

This group is responsible for the preparation and co-ordination of analytical reports on the status of women in Canada for submission to international bodies (e.g., United Nations, Organization for Economic Co-operation and Development, International Labour Organization) ensuring effective Canadian participation on such matters. It also analyzes federal government policies and programs to determine their social impact on women, develops departmental policies and provides advice on social matters to the Co-ordinator and the Minister.

Office of the Co-ordinator, Status of Women

Classes of Records

Women in Public Life
SW-50
Description: Information on women in public life, e.g., women in research, women in the economy, women in arts and crafts, women in politics. *Topics:* Alcoholism; women and aging; occupational health and safety; access to banking and credit; women business owners or entrepreneurs; women in the labour force; equal pay for work of equal value; sexual harassment; technological change; pension.

Socio-Economic Issues

This unit analyzes federal government policies and programs for their impact on women, develops departmental policy and provides advice on economic issues to the Co-ordinator and the Minister, such as employment and equal opportunities for women in public service.

Legal Policy

This unit analyzes federal government policies and programs to determine their impact on women, develops departmental policy and provides advice to the Co-ordinator and to the Minister responsible on legal issues, including constitutional issues, divorce and family law, criminal law policy, human rights legislation and employment standards legislation.

Federal-Provincial Relations and Non-Government Organizations

This group develops an effective federal-provincial strategy to improve the status of women in Canada and plans, organizes and chairs federal-provincial meetings of experts, senior officials and women's groups to deal with issues. It also advises the Co-ordinator on provincial and territorial matters and on matters related to non-government organizations and individuals concerned with Status of Women.

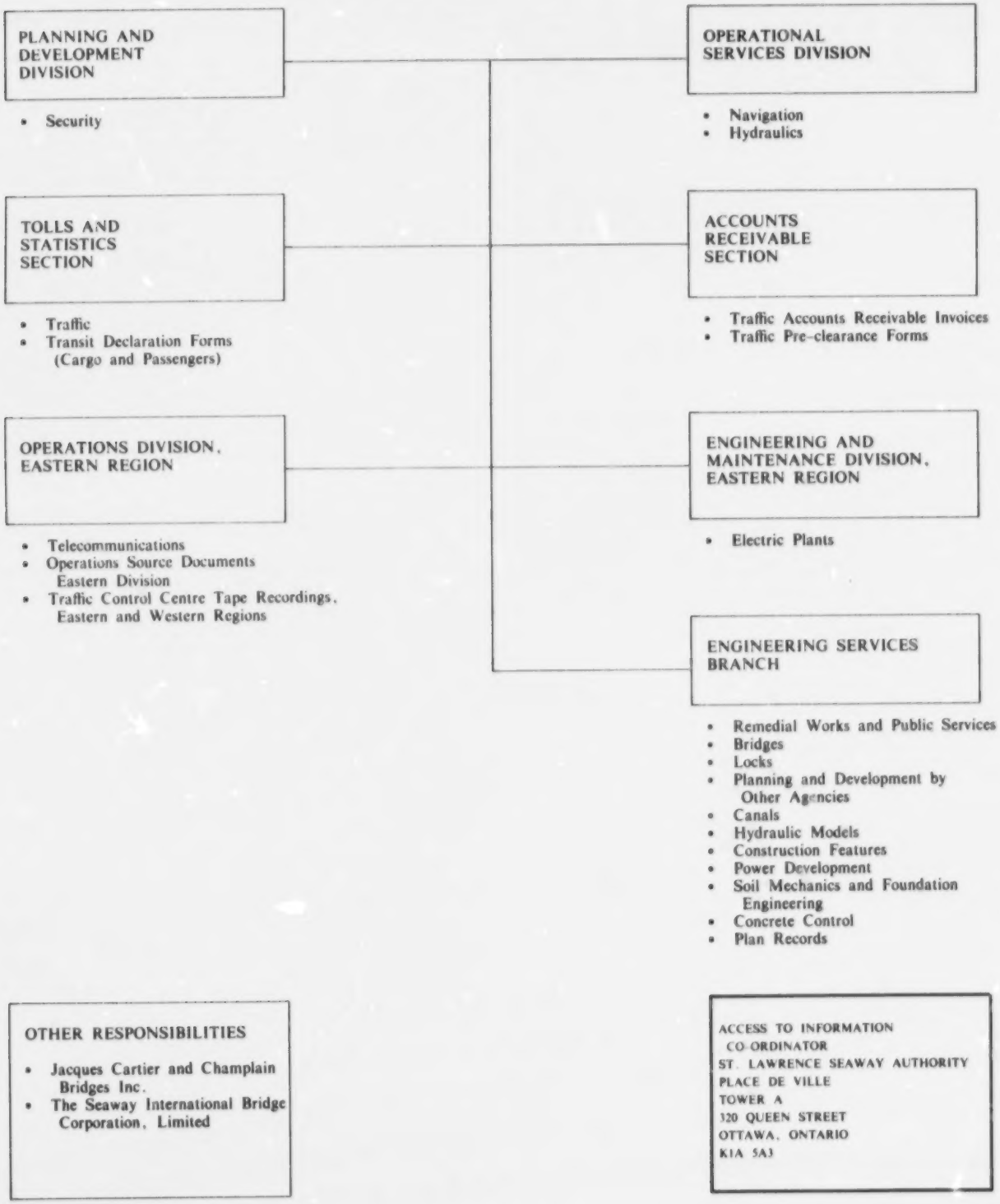
Classes of Records

Federal-Provincial Affairs
SW-60
Description: Information on functions; agendas; minutes; reports and participation in conferences by CSW. *Topics:* Human rights; federal-provincial meetings of Ministers Responsible for Status of Women; Immigrant Women's Conference; Non-Government Organization Constitutional Conference.

International Liaison
SW-70
Description: Information on co-operation and liaison with foreign countries concerning the advancement and equality of women throughout the world.

International Affairs
SW-80
Description: Information on the advancement of women throughout the world and material related to United Nations programs to promote equality of women; also OECD programs. *Topics:* U.N. Conventions and Declarations; elimination of discrimination aginst women; International Conference; U.N. Human Rights; World Program of Action; Employment of Women in Agencies; World Assembly on Aging; 1980 Conference on Decade for Women (Copenhagen).

The St. Lawrence Seaway Authority



ACCESS TO INFORMATION
CO-ORDINATOR
ST. LAWRENCE SEAWAY AUTHORITY
PLACE DE VILLE
TOWER A
320 QUEEN STREET
OTTAWA, ONTARIO
K1A 5A3

Background

The St. Lawrence Seaway Authority (SLSA) was established in 1954 by the *St. Lawrence Seaway Authority Act*, and is designated a proprietary corporation (Schedule D) within the meaning and purpose of the *Financial Administration Act*.

Overall Responsibilities

The Authority was incorporated to ensure:

- acquisition of lands for and the construction, maintenance and operation of all such works as may be necessary to provide and maintain, alone or in conjunction with an appropriate authority in the United States, a deep waterway between the Port of Montreal and Lake Erie;
- construction, maintenance and operation of all such works as the Governor in Council may deem necessary to fulfil any obligation undertaken pursuant to any present or future agreement;
- acquisition of lands for and construction, maintenance and operation, alone or in conjunction with an appropriate authority in the United States, of bridges connecting Canada with the United States as authorized by the Act, and acquisition, with the approval of the Governor in Council, of shares or property of any bridge company, as well as operation and management of these bridges; and
- acquisition of lands for and construction or acquisition, maintenance and operation of such works or other property as the Governor in Council may deem necessary for works undertaken pursuant to the Act.

The objectives of The St. Lawrence Seaway Authority support the basic objective of the Canadian Marine Transportation Administration to provide safe and efficient facilities and services for waterborne commerce and marine operations, and include:

- the provision, operation and maintenance of an efficient deep waterway assuring through navigation to the head of the lakes;
- recovery of the costs required to operate this waterway;
- development and enforcement of regulations and standards to ensure safe and efficient movement of marine traffic, proper supervision and control of vessel operations and protection of the environment; and
- assessment, on a continuous basis, of the need for improvements to the Seaway system.

The Act confers various powers on the Authority, including the power to borrow money and produce revenue by levying tolls for the use of the deep waterway.

In 1976, the financial structure of The St. Lawrence Seaway Authority was revised. In 1978, under the terms of a joint agreement with the United States Saint Lawrence Seaway Development Corporation, a new tariff of tolls was implemented, with increases being phased in over three years. These actions were designed to put the Authority on a self-supporting basis, although since 1980 it has been necessary to negotiate further toll increases with the United States to maintain self-sufficiency as required by the Canadian Cabinet.

The Authority has operating responsibility for locks in two canal sections. It also operates numerous tunnels, bridges and ancillary structures. For operational and management purposes, the deep waterway is divided into two sections. The Montreal-Lake Ontario section includes seven locks and raises marine traffic a total of 68 meters. Five of the locks are located in Canada while two are in the United States. The latter are operated and maintained by the United States Saint Lawrence Seaway Development Corporation.

The Welland Canal section includes eight locks between Lake Ontario and Lake Erie, three of which are twinned; it raises marine traffic a total of 99 meters. This section was transferred from the Department of Transport to the Authority in 1959 and deemed to be part of the deep waterway system. Since 1959, the Authority has deepened the canal, constructed tunnels under it, built a new by-pass channel around the City of Welland and made many other improvements designed to increase the efficiency of the system.

Organization

The three members of the Authority as well as its Legal Services, Corporate Planning, plus Planning and Development are located in Ottawa. Central services, located in Cornwall, Ontario include operations and maintenance, personnel and administration as well as finance. The headquarters of the Eastern Section, which extends from Montreal to Lake Ontario, is in St. Lambert, Quebec. The Engineering Services Branch is also located there. The Western Section, which operates the Canadian-owned Welland Canal, is in St. Catharines, Ontario.

The *St. Lawrence Seaway Authority Act* was amended in 1956 to give the Authority the power to incorporate subsidiaries. There are now three: The Seaway International Bridge Corporation, Ltd., the Great Lakes Pilotage Authority, the Jacques Cartier and Champlain Bridges Incorporated.

The Seaway International Bridge Corporation, Ltd., successor to the Cornwall International Bridge Company Ltd., was incorporated by Letters Patent under the *Canada Companies Act* on November 13, 1962 and received its Certificate of Continuance under the new *Canada Business Corporations Act* on February 20, 1980. This Crown corporation is designated a proprietary corporation (Schedule D) within the meaning and purpose of the *Financial Administration Act*.

The corporation, whose head office is located in Cornwall, Ontario, operates and manages an international toll bridge system between Cornwall, Ontario and Rooseveltown, New York, on behalf of the owners — The St. Lawrence Seaway Authority of Canada and the U.S. Saint Lawrence Seaway Development Corporation.

The Great Lakes Pilotage Authority was created under the *Pilotage Act*. The objectives of this Authority are to establish, operate, maintain and administer a pilotage service in the Province of Quebec, south of the northern entrance to St. Lambert Lock and all Canadian waters in and around the Provinces of Ontario and Manitoba.

Cornwall, Ontario is the location of the Pilotage Authority's head office as well as the location of its Eastern Region Office. St. Catharines, Ontario is the location of its Western Region Office.

The Jacques Cartier and Champlain Bridges Incorporated received its Certificate of Incorporation under the *Canada Business Corporations Act* on November 3, 1978. The administration and control of the Jacques Cartier Bridge, the Champlain Bridge and a portion of the Bonaventure Autoroute in the Montreal area were transferred to this corporation from the National Harbours Board (Ports Canada) by virtue of Order in Council P.C. 1978-3139 dated October 12, 1978, as amended, effective December 1, 1978. The corporation's head office is located in Ottawa, Ontario and its chief place of business is at Longueuil, Quebec.

In addition to the foregoing, by virtue of P.C. 1976-2407 of September 28, 1976, the St. Lawrence Seaway has been entrusted with the maintenance and operation of the Canadian span of the Thousand Island Bridge over the St. Lawrence River between Landsdowne, Ontario and Collins Landing, New York, including all appurtenant structures and property located in Canada.

By the term of an agreement dated March 1, 1977 between The St. Lawrence Seaway Authority and the Thousand Islands Bridge Authority, the latter operates as an agent of the Seaway authority for that portion of the Thousand Islands Bridge which lies in Canada and is under control of The St. Lawrence Seaway Authority.

The St. Lawrence Seaway Authority

Access Procedures

All formal access requests to both The St. Lawrence Seaway Authority and The Seaway International Bridge Corporation, Ltd. under the *Access to Information Act* should be directed to:

Access to Information Co-ordinator
The St. Lawrence Seaway Authority
Place de Ville
Tower A
320 Queen Street
Ottawa, Ontario
K1R 5A3
Telephone: (613) 992-7976

Corporate Planning Branch

The Corporate Planning Branch is responsible for applying a systematic approach to clarifying corporate objectives, making strategic decisions and checking progress towards the objectives. Corporate objectives are the objectives for the organization as a whole and not for parts of it. Strategic decisions are decisions which affect the organization as a whole over a long period of time. Specific responsibilities, outlined below, are carried out between two sections.

Corporate Planning Section

- preparation of specific corporate plans for fiscal periods;
- participation in the formulation of financial policies;
- development of strategies for improving productivity;
- liaison with central agencies and government departments;
- development of sensitivity to Seaway users needs;
- development and implementation of performance measurement indicators; and
- participation in the improvement of internal communications including the distribution of business news.

Economics Section

- Data Collection — identification and collection of statistical data and information related to the Seaway Economic Program;
- Data base — development, maintenance and update of a data base to store, review and analyze data related to the Seaway Economic Program;
- Economic Market Analysis — performance of macro-economic and regional market analyses to determine commodity flows along the Seaway;
- Traffic Forecasting — preparation and update of short and long-range traffic forecasts for commodities moving through the Seaway.
- Tolls and Sensitivity Analyses — monthly and annual toll revenue estimates. These include determination of optimum toll increases to satisfy revenue needs; and
- Other Economic Studies — assessments of the regional impacts of the Seaway. These include benefit-cost analyses, feasibility studies and the evaluation of reports and proposals related to the economic program of the Seaway.

Planning and Development Division

This division is responsible for the continued planning of conventional improvements to the Seaway system, for major studies on hybrid incremental twinning proposals for the Welland Canal and associated engineering analyses, for feasibility studies, and for cost-benefit studies related to these programs. The division is also responsible for liaison with the Canadian Coast Guard and the U.S. Saint Lawrence Seaway Development Corporation, and for co-ordinating such studies under their control as one on season extension and one on precise navigation systems. The division provides an interface with the Canadian Marine Transportation Administration Research and Development Group, and performs the emergency planning tasks required by the Department of Transport, under the umbrella of NATO.

Classes of Records

Security
SLSA-10
Description: Information on the physical security of Authority buildings, installations or facilities; also correspondence related to special policy, passes (visitors and servicing); liaison with Emergency Planning Canada; to provide assistance in emergency conditions and civil defence planning actions. *Topics:* Passes; Seaway structures and premises; Emergency Planning Canada.

Operations and Maintenance Branch

The branch monitors system performance to detect trends and monitors capacity policy factors; participates in the development of capacity demand policies, the generation and evaluation of proposals related to the capacity/demand balance; initiates and/or participates in the design and implementation of new operational programs related to capacity and day to day operation.

The branch administers programs related to Seaway regulations, vessel speed programs, operating procedures, maintenance policies and procedures, operational and maintenance staffing requirements, the transportation of dangerous goods, pollution matters, accident investigations, hydraulic and climatic matters, operational and maintenance feasibility studies, capital and other budgets. Provides support to the Authority and regions in operational and maintenance related matters.

Provides liaison with users and other marine entities both in Canada and the United States.

Manuals

- Seaway Handbook — contains regulations and information
- Operating Manuals — provide detailed operating procedures for structure and traffic control operations, emergency procedures
- Operations Memoranda — provide general operational guidelines and policies
- Maintenance Manuals — provide detailed procedures and practices

Classes of Records

Navigation
SLSA-20
Description: Information on all aspects of navigation within the Seaway, including navigation rules and regulations, studies on shipping season extension, acceptable ship equipment for Seaway transit, traffic control, enforcement of ship speed restrictions, study of ice and its formation within the Seaway, performance analysis of the structures forming the Seaway and ship files. *Topics:* Navigation rules and regulations; navigation channel; aids to navigation; shipping associations; vessel dimensions; traffic control signal lights and warning signs; traffic control; equipment for vessels; vessel speed; operation procedures; water pollution; channel maintenance; navigation season; pilotage; Canadian and U.S. navigation season extension studies; meteorological data; ice studies; marine shunter program; navigation research and development; operational data analysis; Welland Traffic Control Improvement Program; individual ship files containing information on the physical characteristics of the ship, dimensions, plans and drawings; inspection, incident, occurrence and accident reports. *Retrievability:* Ship Files - one group arranged by pre-clearance number, another by ship name; new hulls by shipyard name.

Hydraulics
SLSA-30
Description: Information on the gauging of water levels at points along the Seaway; measurement of water flow; water and air temperatures. *Topics:* General hydraulics; water levels (gauging); discharges; diversions; metering; regulation of levels and discharges; backwater data; water and air temperatures; studies and testing.

Tolls and Statistics Section

The section compiles data on movement of vessels within the Seaway, receives information on these movements from agents who have assumed responsibility for the payment of tolls and subsequently assesses tolls and issues a Tolls Invoice. As an offshoot of this billing procedure, statistics are gathered concerning vessel movements and the cargo carried by them.

Manuals

- Seaway Handbook — includes Tariff of Tolls
- Commodity, Port and Country Code Book — lists all numerical codes for ports, countries of registry and commodities
- Agent Code Manual — contains listing and numerical codes for all vessel agents
- Tolls and Statistics Users Manual — contains all operations of the EDP system as it applies to tolls and statistics

Classes of Records

Traffic
SLSA-40
Description: Information on the establishment or revision of tolls; assessment and collection of tolls; fees for side and top wharfage and heavy lifts; classification or reclassification of cargoes for tolls; pre-clearance arrangements; analysis of traffic and cargoes; compilation of reports and statistics on tolls; studies of potential traffic within the Great Lakes system. *Topics:* Tolls; vessel movements; commodity, cargo and shipping statistics; toll revision; shipping company files; economic studies; charges and tariffs.

Transit Declaration Forms (Cargo and Passenger)
SLSA-50
Description: This form is used in assessing toll charges and bears such details as date of entry, vessel name, port of origin, port of destination, Seaway number, containers, grains carried, number of passengers, type of cargo (bulk or general), locks transited, tolls assessed. Where cargo is carried to or from an overseas port, a copy of the cargo manifest accompanies the Transit Declaration Form. *Retrievability:* Records arranged by vessel number. *Storage Medium:* EDP format for toll assessment, traffic statistics. *Note:* Records are held by the Tolls and Statistics Section.

Accounts Receivable Section

This section is responsible for pre-clearance of all vessels using the Seaway facilities and the recovery of all toll accounts owed to the Authority.

Manuals

- Seaway Handbook — includes Tariff of Tolls
- Lloyd's Register of Ships — contains all data on the physical characteristics of ships such as length, width, etc.
- Accounts Receivable User's Manual — contains all operations of the EDP System as it applies to Accounts Receivable

Classes of Records

Traffic Accounts Receivable Invoices
SLSA-60
Description: Receipted invoices showing the amounts owed and paid to the Authority. *Retrievability:* One copy arranged alphabetically by shipping representative name and one copy arranged by invoice number.

Traffic Pre-clearance Forms
SLSA-70
Description: These forms are applications for Vessel Pre-clearance, completed by vessel representatives, giving particulars of the ownership, liability insurance and physical characteristics of the vessel, and guaranteeing payment of the tolls and charges that may be incurred by the vessel. As part of the pre-clearance process, cash, bank letters of guarantee, Government of Canada Bonds or United States Treasury Bonds may be submitted as security. *Retrievability:* Pre-clearance forms are filed by ship number; bank letters of guarantee are filed alphabetically by agent name. *Note:* Pre-clearance forms and bank letters of guarantee are held by the Accounts Receivable Section; bonds are held by the Securities Division of the Department of Supply and Services in Ottawa.

Operations Division, Eastern Region

This division administers the movements of vessels in the St. Lawrence River from Montreal to Lake Ontario, through the operation of a vessel traffic control centre and several structures, locks and bridges. As well, this division ensures that vessel transits are safe, efficient and expedient in accordance with Seaway regulations, policies and programs, regional operating procedures and applicable federal statutes.

Manuals

- Seaway Regulations — lists rules governing vessel transits
- Operations Manual — contains instructions and procedures for the operation of structures
- Traffic Control Manual — describes instructions and procedures on vessel traffic control
- Regional Instructions — lists regional administrative procedures and instructions
- Clerk's Manual — describes procedures and instructions for operations and communications clerks

Classes of Records

Telecommunications
SLSA-80
Description: Information on the operation, maintenance and study of communications equipment in use within the Seaway. *Topics:* Radiotelephone; teletype and telex; telegraph; telephone services; public address; inter-office; alarm systems; television; radar; outages and trouble reports; tape recordings; telescript; facsimile; conferences; government telecommunications agency; Department of Transport reports and bulletins.

Operations Source Documents
SLSA-90
Description: Information on vessel movements and structure operation details. *Topics:* Lock log; bridge record; dock tabs; daily call-in sheets. *Retrievability:* Files arranged by form title, then by region and structure (call-in sheets arranged by form title, then Region and traffic sector).

Traffic Control Centre Tape Recordings, Eastern and Western Region
SLSA-100
Description: Tape recordings of radio telephone or landline telephone transmissions for the eastern and western region traffic control centres. *Retrievability:* Tapes arranged chronologically. *Storage Medium:* Magnetic tape. *Note:* Tapes are erased and reused after a 30-day period unless a situation requires retention of a specific tape or tapes for longer.

Engineering and Maintenance Division, Eastern Region

This division is responsible for making the regional structures available so as to allow the most efficient, continuous movement of vessel traffic. It also establishes systems to provide regular preventive maintenance.

Manuals

- Maintenance Procedures
- Operating Procedures
- Contingency Plans for Shipping Emergencies
- Drafting Procedures
- Mechanical Maintenance Procedures
- Lubrication Procedures

Classes of Records

Electric Plants
SLSA-110
Description: Information on electric plants and equipment, and the distribution of electrical energy. *Topics:* Motors and generators; substations; control boards; transmission lines; cables and wires; powerhouses; lighting; power supply; heaters; component parts.

Engineering Services Branch

The primary function of the branch is to ensure the integrity and reliability of all lock and canal installations to permit efficient and continuous operation of the Seaway through a highly trained, multi-disciplined staff to deal with the civil, mechanical and electrical engineering requirements in design, maintenance and repair; prepare construction contract specifications for structures and facilities of the eastern and western regions and all branches of the Authority; and offer engineering services to The Jacques Cartier and Champlain Bridges Incorporated, the Thousand Islands Bridge Authority, federal and provincial government departments, standards associations and outside consultants.

Manuals

- Standards Manuals and Specifications (Canadian Standards Association, American Society for Testing and Materials, Canadian Institute of Steel Construction) — specifies design criteria and procedures for civil, mechanical, electrical and structural installations
- Engineering Services Branch Co-ordinators — outlines procedures and practices to be followed by project co-ordinators
- Engineering Services Branch Drafting Manual — outlines procedures and practices to be followed by draftspersons

Classes of Records

Remedial Works and Public Services
SLSA-120
Description: Information on alteration, removal or relocation of services or utilities resulting from major construction projects undertaken by the Authority. *Topics:* Highways and roads; railways; communication lines; power lines; modification and relocation of transmission lines; sewage and drainage; water supply and intake; pumping stations; gas mains; cemeteries.

Bridges
SLSA-130
Description: Information on the design, construction, alteration, improvement, repair, maintenance, demolition and removal of bridges and tunnels; also the maintenance and repair of equipment associated with these structures. *Topics:* St. Lambert Lower Bridge; Cote St. Catherine Bridge; Honoré Mercier Bridge; Caughnawaga Lower and Upper Bridges; Upper Beauharnois Bridge; St. Louis Bridge; Valleyfield Bridge; Iroquois Bridge; bridges not owned by the Seaway Authority; tunnels; St. Lambert Upper Bridge; Welland Canal bridges. Each file on an Authority-owned bridge is divided into the following standard subjects: construction alterations; maintenance and repairs; bridge ropes; standby power equipment; electrical equipment; operating machinery and mechanical equipment; live roads; rail breaks; highway traffic control and equipment; decking (new and repairs); inspection; painting; abandonment; removal and disposal.

Locks
SLSA-140
Description: Information on the design, construction, alteration, improvement, repair and maintenance of locks, lock regulating works, and approach and tie-up walls; also maintenance and repair of equipment associated with these structures and studies and tests on filling and emptying of locks or the effect of flows from regulating works on shipping or lock components. *Topics:* St. Lawrence Seaway Development Corporation locks; St. Lambert Lock; Cote St. Catherine Lock; Lower Beauharnois Lock; Upper Beauharnois Lock; Iroquois Lock; Welland Canal locks. Each file on an Authority-owned lock is divided into the following standard subjects: construction and alterations; maintenance and repairs; gates; gate machinery; gate ropes; gate painting; gate anchorages; unwatering gates; ship arrestors; machinery; capstans and linehaulers; sills (metre and sector); valves and valve machinery regulating works and equipment; lock ladders; stop logs and stop log handling equipment; approach and tie-up walls; electrical equipment; controls and control systems; lock and wall fendering; filling culverts and ports; de-icing and ice prevention.

Planning and Development by Other Agencies
SLSA-150
Description: Information on engineering advice, assistance or contract administration services provided by the Authority to federal and provincial government departments. *Topics:* Zoning; ports and anchorages; recreation areas; historical sites.

Canals
SLSA-160
Description: Information on dredging, maintenance and repair of canals and associated structures and facilities; also the study of or proposals for new canals or channels. *Topics:* Welland Canal; Cornwall Canal; Beauharnois Canal; South Shore Canal; canals not Authority-owned; Iroquois Canal; Galop Canal. Each file on an Authority-owned canal is divided into the following subjects: construction and alterations; maintenance and repairs; breakwaters and protection works; culverts; syphons and drains; regulating works and equipment (dams and weirs); emergency dams and guard gates; gate yards; banks and dikes; repair basin and dry dock; bollards; dolphins and mooring posts; pile clusters and fender booms; retaining walls and piers; obstructions (stones, logs, etc.); fencing; winter work program; unwatering; causeway; painting of canal structures; windbreaks; dredging; pondage areas; wharf and dock facilities; shipping capacity and traffic studies; dimensions and draught; excavation; abandonment and closing.

Hydraulic Models
SLSA-170
Description: Information on models which are built to study the effect of projects and to determine ideal design for construction purposes. *Topics:* Hydraulic river models; lock models.

Construction Features
SLSA-180
Description: Information on certain construction projects which were required at the time of the construction of the Seaway. *Topics:* Dams - dikes, banks, retaining walls; weirs.

Power Development
SLSA-190
Description: Information on the development and construction of facilities to generate electrical energy and related correspondence. *Topics:* International Rapids section; channel improvements; Iroquois Dam; Long Sault Dam; Barnhart Powerhouse; rehabilitation; Lachine; Hydro Quebec's "Projet Archipel"; Beauharnois; Carillon; Ontario Hydro Eastern Ontario study.

Soil Mechanics and Foundation Engineering
SLSA-200
Description: Information on all aspects of the engineering analysis, testing and study of soil and its properties. *Topics:* Technical information; equipment enquiries, maintenance and specifications; site exploration, sampling and field measurements; foundation and embankment instrumentation and field measurements, engineering properties of soils and laboratory testing; construction control, excavations and embankments, water and climatic information, foundation and earth pressure problems, engineering geology, soil-cement and soil stabilization.

Concrete Control
SLSA-210
Description: Information on all aspects of the engineering analysis, testing and study of concrete and its properties. *Topics:* Concrete sampling and testing; material sampling and testing; equipment; concrete specifications; inspection.

Plan Records
SLSA-220
Description: Information on construction and "as-built" details of buildings, lock and canal installations, and facilities. *Storage Medium:* Microfilm.

Operations Division, Western Region

The division is responsible for the efficient manning of the vessel traffic control centre and other operating structures to ensure a safe, efficient and expedient movement of vessel traffic in accordance with Authority policy, programs, procedures, approved budgets and applicable federal statutes. The division is also involved in liaison with the shipping trade, U.S. and Canadian government agencies involved in the operation of the Seaway.

Manuals

- Traffic Control — provides operating procedures for traffic control operations
- Operations — provides operating procedures for structures operations
- Accident Incident and Violation Reporting Procedures — provides instructions for the reporting of accidents, occurring within Authority jurisdiction

Engineering and Maintenance Division, Western Region

The division is responsible for the continuous availability and reliable operation of all structures and way facilities of the Western Region of The St. Lawrence Seaway Authority (SLSA) to ensure safe and expedient movement of vessel traffic in accordance with Authority policy, programs and service objectives. This is achieved by establishing both basic short and long-term objectives for the division encompassing the essential maintenance, rehabilitation and improvement projects to be carried out.

Manuals

- Contracts Manual — Ministry of Transportation and Communications (Ontario)
- Engineering and Design Standards
- Canadian Standards Association, Standards
- Canada Building Code
- Canada Labour Code
- Canada Electrical Code
- SLSA Regional Marine Contingency Plan
- Canadian Coast Guard Marine Contingency Plan, Central Region
- Standby Manual
- Electrical Preventive Maintenance Manual
- Mechanical Preventive Maintenance Manual
- Rigging Handbook
- The Welland Ship Canal — collection of articles on the construction of the fourth Welland Canal
- Operations Manual
- User's Manual, Maintenance Management Information System

Welland Canal Twinning Project Contractors' Association Office (now defunct)

The association was formed to ensure a stable labour environment in the trades working on the Welland Canal By-pass Project between 1964 and 1974. *Note:* Although the office was abolished in 1974 the records created are still available.

Manuals

- Contractors' Association General, Labour Relations — collective agreements in force at that time

Classes of Records

Contractors' Association
SLSA-230
Description: Information on the review and negotiation of labour agreements and the application of labour standards. *Topics:* Industrial relations; labour relations; collective agreement; Welland Canal Construction Council; meetings; public relations; legislation; Central Employment Bureau; associations; labour conditions; construction associations; contractors; contracts.

The Seaway International Bridge Corporation, Ltd.

Background

The Seaway International Bridge Corporation, Ltd., successor to the Cornwall International Bridge Company, Ltd., was incorporated by Letters Patent under the *Canada Companies Act* on November 13, 1962, and received its Certificate of Continuance under the new *Canada Business Corporations Act* on February 20, 1980. This Crown corporation is designated a proprietary corporation (Schedule D) within the meaning and purpose of the *Financial Administration Act*. The company, whose Head Office is located in Cornwall, Ontario, operates and manages an international toll bridge system between Cornwall, Ontario and Rooseveltown, New York, on behalf of the owners — The St. Lawrence Seaway Authority of Canada and the U.S. Saint Lawrence Seaway Development Corporation.

Access Procedures

All formal access requests to the Seaway International Bridge Corporation, under the *Access to Information Act* should be directed to:

Access to Information Co-ordinator,
The Seaway International Bridge Corporation, Ltd.
c/o The St. Lawrence Seaway Authority
Place de Ville, Tower A
320 Queen Street
Ottawa, Ontario
K1R 5A3
Telephone: (613) 992-4108

Classes of Records

The Seaway International Bridge Corporation, Ltd.
SLSA-240
Description: Information on The Seaway International Bridge Corporation, Ltd., the Roosevelt Bridge, the South Channel Bridge, and the North Channel Bridge. *Topics:* Roosevelt Bridge (relocation); New York Central Railroad Co. (purchase); Cornwall International Bridge Co. Ltd. (purchase of shares); operation and maintenance; agreement with the U.S. Saint Lawrence Seaway Development Corporation; South Channel and North Channel Bridges — construction, operation and maintenance, annual inspection, damages, complaints, lighting; tolls, bridge passes, toll collections equipment, toll revisions; reports on traffic statistics; shareholders, directors and management committee meetings.

The Jacques Cartier and Champlain Bridges Incorporated

Background

The Jacques Cartier and Champlain Bridges Incorporated received its Certificate of Incorporation under the *Canada Business Corporations Act* on November 3, 1978. The administration and control of the Jacques Cartier Bridge, the Champlain Bridge and a portion of the Bonaventure Autoroute in the Montreal area was transferred to this corporation from the National Harbours Board (Ports Canada) by virtue of Order in Council P.C. 1978-3139 dated October 12, 1978, as amended, effective December 1, 1978. The corporation's head office is located in Ottawa, Ontario and its chief place of business is at Longueuil, Quebec.

The Jacques Cartier Bridge, which opened to traffic as a toll bridge in 1930, was constructed pursuant to a tripartite agreement between the Montreal Harbour Commissioners, the Quebec government and the City of Montreal. The debt outstanding in 1936 was transferred to the National Harbours Board. This bridge has been toll-free since 1962.

The Champlain Bridge was constructed during the years 1958-1962 with the objective of achieving financial viability through the payment of tolls. It was financed by loans and advances from Canada to the National Harbours Board.

Overall Responsibilities

The corporation was established to provide the public with safe and efficient transit over the Jacques Cartier Bridge, the Champlain Bridge and a portion of the Bonaventure Autoroute in Montreal, Quebec; and to provide this service while making every effort possible to make the bridges completely self-financing.

Specific objectives of the Corporation are:

- to continue the implementation of a program to maintain the bridges and autoroute at an acceptable standard;
- to ensure operational safety and efficient flow of traffic;
- to assess the need for improvements to the system and plan for their implementation;
- to develop a long-term financial plan and recommend to Cabinet a toll structure which will enable The Jacques Cartier and Champlain Bridges Incorporated to achieve financial self-sufficiency;
- to rationalize the capital structure of the corporation by seeking the deletion of its $111 million debt to the Crown; and
- to examine its personnel requirements on a continuing basis to assure the optimum utilization of human resources.

Access Procedures

All formal access requests to The Jacques Cartier and Champlain Bridges Incorporated under the *Access to Information Act* should be directed to:

Access to Information Co-ordinator
The Jacques Cartier and Champlain Bridges Incorporated
c/o The St. Lawrence Seaway Authority
Place de Ville, Tower A
320 Queen Street
Ottawa, Ontario
K1R 5A3
Telephone (613) 992-4108

Manuals

- Contract Administration for Project Managers, Manual
- Canadian Standards Association — Standards
- Canada Electrical Code
- Canada Labour Code
- Canada Building Code
- Purchase Manual
- DSS Customer Manual
- Quebec Highway Safety Code
- General Instructions on Highway Signalization, Quebec
- Quebec Workmen's Compensation Act
- Canadian Uniform Traffic Control Devices, Manual
- Preventive Maintenance Manual: Electricity

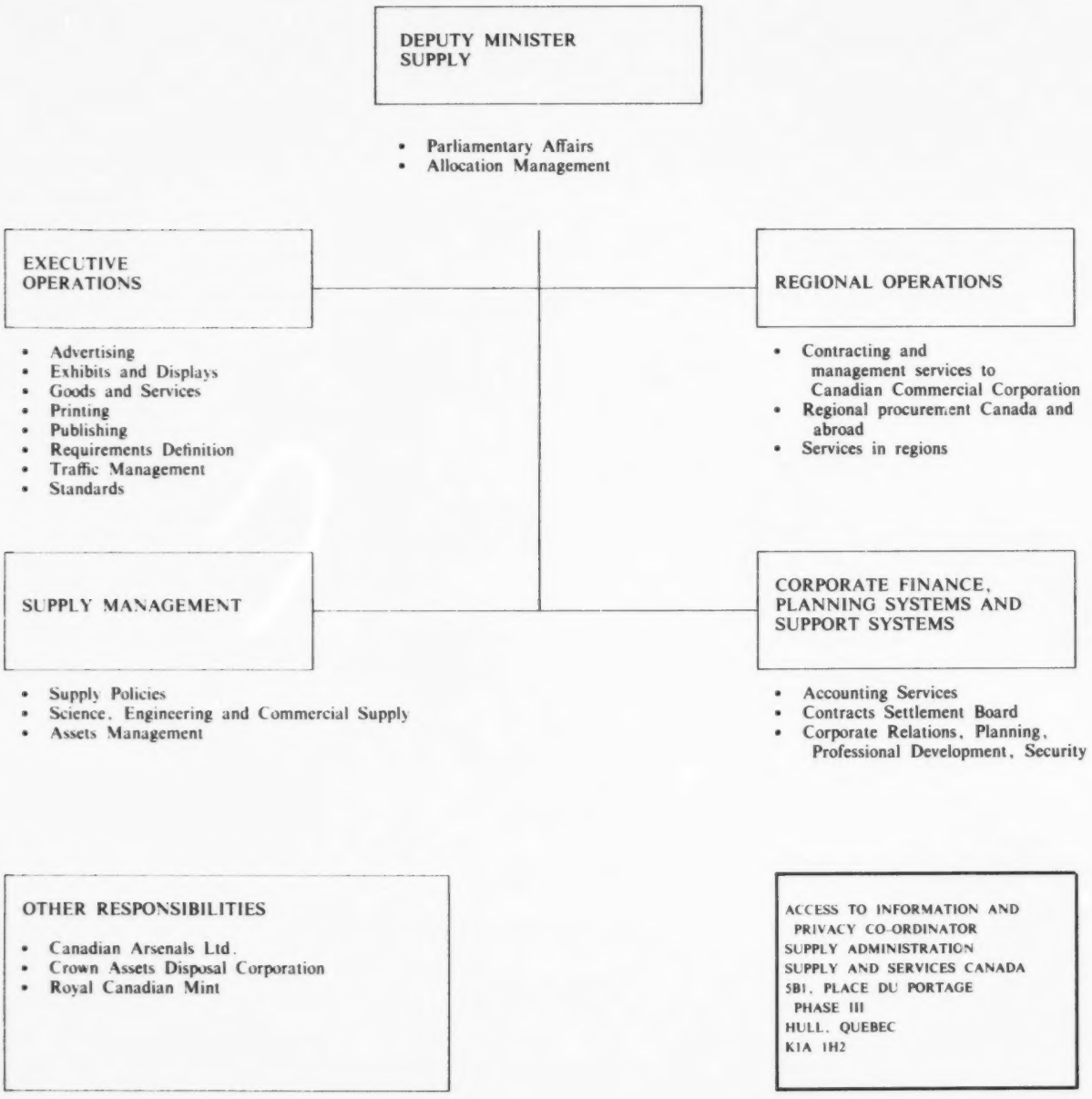
Classes of Records

Jacques Cartier Bridge
JCCBI-10
Description: Jacques Cartier Bridge. *Topics:* Jacques Cartier Bridge, general; bridge construction; bridge construction contracts; buildings and properties; buildings; buildings construction; buildings, construction contracts; buildings, maintenance and repairs; buildings, maintenance and repair contracts; lands; lands, concessions; land disposal; deeds (acquisition); deeds (case files); easements (case files); leases, licences; leases, licences (case files); letters patent; letters patent (case files); transfers; transfers (case files); lighting; load limits; maintenance and repairs; maintenance and repair contracts; permits; professional service contracts; power supply; roads; roads, approaches; roads, north approaches; roads, South Shore approaches; service contracts; ambulance; cleaning, snow removal, grass cutting; towing; salt; janitorial; St-Helen's Island; the St. Lawrence Seaway Authority; telephone cables; toll collection; toll collection equipment; tolls; traffic control; traffic statistics; widening of the roadway.

Champlain Bridge
JCCPI-20
Description: Champlain Bridge (includes a portion of the Bonaventure Autoroute). *Topics:* Champlain Bridge, general; bridge construction; bridge construction contracts; buildings and properties; buildings; buildings construction; buildings, construction contracts; buildings, maintenance and repairs; buildings, maintenance and

repair contracts; fill; inspection and testing of materials; lands; lands, concessions; lands, disposal; deeds (acquisition); deeds (case files); easements (case files); leases, licences; leases, licences (case files); letters patent; letters patent (case files); transfers; transfers (case files); lighting system; load limits; maintenance and repairs; maintenance and repair contracts; permits; professional service contracts; power supply, roads; north approaches, northwest approaches, Bonaventure Autoroute; service contracts; ambulance; cleaning; snow removal; grass cutting; towing; salt; uniforms; janitorial; toll collection; toll collection equipment; tolls (tariff); traffic; traffic control, traffic counts, statistics, revenue; traffic signs and supports; water supply; Bonaventure Autoroute; Bonaventure Autoroute, construction of; dealings; fences; reversible lane; road signs; Champlain Bridge sections; section 1A; section 2; sections 2 and 3; sections 2, 4 and 8; section 3; sections 3, 4, 5 and 6; section 4; section 5; sections 5 to 7; section 6; sections 6, 7 and 8; section 7B; section 8.

Department of Supply and Services (Supply Administration)



Background

Created on April 1, 1969, with the approval of the *Government Organization Act*, the Department of Supply and Services (DSS) was formed by amalgamating a variety of functions previously dispersed through a number of departments, offices, and bureaus.

The Department is divided into two administrations, Supply and Services, each under the direction of a Deputy Minister.

The Supply Administration was formed through the amalgamation of the Department of Defence Production, the Department of Public Printing and Stationery and the Shipbuilding Branch of the Department of Transport.

Laws and Regulations

The Minister is responsible for administering the following Acts:

- Defence Production Act, RSC 1970, c. D-2, as amended
- Department of Supply and Services Act, RSC 1970, c. S-18
- Royal Canadian Mint Act, RSC 1970 c. R-8
- Surplus Crown Assets Act, RSC 1970, c. S-20
- Trading With the Enemy (Transitional Powers) Act, SC 1947, c. 24, as amended

Overall Responsibilities

The Supply Administration is headed by the Deputy Minister (Supply) who is supported by three Assistant Deputy Ministers (ADM), Director General — Supply Management, Director General — Allocations Management, Director General — Program Evaluation and Audit and the Corporate Secretary/General Counsel.

The Operations Sector is the headquarters centre of expertise of the Supply Administration. Under the direction of the Assistant Deputy Minister Operations, this Sector is responsible for and dedicated to the timely acquisition and provision of customer-required goods and services. The Sector is organized into six Directorates, each of which performs a variety of supply functions related to specific product lines and industry sectors. It is also this Sector's responsibility to oversee the operations of the Canadian General Standards Board.

The Regional Operations Sector is the regional arm of the Supply Administration representing it throughout Canada and in locations abroad. Under the direction of the Assistant Deputy Minister, Regional Operations, the sector provides or arranges for the provision of all available services offered by the Supply Administration at the regional level. In addition the Sector is responsible for providing contracting and contract management services to the Canadian Commercial Corporation.

The Corporate Finance, Planning, Systems and Support Services Sector is responsible for the provision of corporate control and direction in such areas as planning; systems development, maintenance and enhancement; financial policies, analysis, reporting, accounting and administration; personnel operations and professional development; customer and supplier relations; affirmative action programs, settlement of contract disputes and security.

The Supply Management Directorate is an integral part of the staff function in the Supply Administration. It is responsible for the development and monitoring of policies, guidelines, procedures and processes that govern the delivery of services offered by the Supply Administration; the provision of overall direction in regard to supply management through its planning elements; and the effective delivery of contract quality assurance.

The Director General — Allocations Management in conjunction with the Assistant Deputy Minister Operations and the Assistant Deputy Minister Regional Operations, formulates and applies the criteria necessary for re-allocating business to the regions and for implementing and monitoring policy decisions made by the Operations Review Committee.

The Program Evaluation and Audit Directorate is responsible for the provision of evaluations and audits on the performance and effectiveness of Supply Administration programs.

Key Contacts

General Inquiries
Telephone: (613) 997-7363

Library
Telephone: (613) 997-7850

Parliamentary Affairs Office
Telephone: (613) 997-5421

Access to Information Reading Room
Telephone: (613) 994-5077

Publications Inquiries
Telephone: (613) 997-5362

Access Procedures

Informal access is encouraged in cases where it presently exists. All formal requests under the *Access to Information Act* should be addressed to:

Access Co-ordinator
Supply Administration
Supply and Services Canada
Place du Portage, Phase III, 5B1
Hull, Quebec
K1A 1H2
Telephone: (819) 994-5077

Operations Sector

The Operations Sector is responsible for providing common services to other government departments and agencies. These services include requirements definition, acquisitions of goods and services, printing, publishing, exhibitions and displays, traffic management services and advertising management.

Within the acquisition service, it is the Sector's responsibility to procure complex technical engineering and science products and services, as well as those that are of a commercial nature. The Sector is also responsible for contracting out research and development requirements and for co-ordinating the unsolicited proposals and public awareness programs.

To better deliver all its services, the Operations Sector is divided into six Directorates, each with specific responsibilities. The Directorates are structured to more closely parallel the operational and engineering organization of Supply Administration customers with the objective of improving overall service and response time.

The six Directorates comprising the Operations Sector are: Aerospace and Armament; Communications Services; Industrial and Commercial Products; Marine, Electronics and Industrial Systems; Office Automation, Services and Information Systems; Science and Professional Services. Of these six, five are considered product Directorates. Their primary role is to provide acquisition services and focus on total life-cycle management for a specified group of commodities. The organizational structure and representative listing of the type of commodities managed by each is provided below.

Aerospace and Armament

This Directorate is responsible for satisfying customer needs in the area of aerospace and armament equipment and services, as well as providing product support within the commodity group.

It also oversees the operation of a number of major crown projects. For example: CF-18 Fighter Aircraft; Light Armoured Vehicle (LAV); Drone Systems; Small Arms Replacement; CL-215 Water Bomber Aircraft.

Industrial and Commercial Products

This Directorate oversees the operations of three procurement branches, each responsible for the supply management of a grouping of similar products and services. The Consumer Products and Traffic Management Branch is responsible for traffic services; personnel travel and removal services; food; drugs; and clothing and textile products. The Scientific, Electrical, Mechanical and Construction Products Branch is responsible for scientific instruments and laboratory supplies; photographic equipment, construction materials and supplies; construction equipment and tools; and commercially oriented electrical and mechanical products. The Transportation and Energy Products Branch is responsible for land transportation goods (standard and special vehicles); fuels; oils; coal; petroleum lubricants and industrial lubricants. This Directorate also oversees the operation of the Medium Logistics Vehicle, Wheeled (MLVW) Project.

Marine Electronics and Industrial Systems

This Directorate serves customers' needs for the following type of requirements: marine inspection and design services; acquisition; repair, overhaul and refit of ships; marine equipment; electronic weapons; radar; traffic control; communications, navigation, satellite, security, surveillance, processing, structural, environmental, railroad, nuclear and propulsion systems.

In addition, it oversees the Canadian Patrol Frigate (CPF), Icebreaker, and Radar Modernization Programs (RAMP).

Office Automation Services and Information Systems

This Directorate oversees the operations of two procurement branches each responsible for the acquisition of a grouping of similar products and services. The Printing and Office Products Branch is responsible for printing services and supplies; office equipment, supplies and furniture.

The Information Processing Systems Branch is responsible for goods and services related to automated business and office information processing systems, including leased communications, computer and data conversion services.

In addition, this Directorate oversees the operations of the Product, Technology and Account Management Branch. This Branch is responsible for the product management of all goods and services within the OASIS mandate; for the management of the merging and emerging technology associated with office automation and for the provision of account management services covering the total OASIS spectrum while providing a 'one stop shopping' service to client departments.

Science and Professional Services

This Directorate has three branches, Science, Professional Services and Canadian General Standards Board.

The Science Branch provides a focal point in the areas of natural and human sciences, as well as a centre for the receipt and processing of unsolicited proposals from the private sector. It is responsible for the following services: mission-oriented research and development; feasibility studies in natural science; ongoing and new sciences and technologies; scientific data collection; scientific testing and standardization; human and social sciences; urban; regional and transportation studies.

The Professional Services Branch contracts for many diverse services. For example: consulting services, office temporary help, aerial surveying, air charter, aerial spraying, forest fire-fighting, security services and writing, editing, audio visual and language training services.

The Canadian General Standards Board provides standardization and certification programs covering products, services and systems, by means of voluntary consensus process, to all levels of government and the private sector.

Communication Services

The Communication Services Directorate serves the communication and information community in federal departments and agencies through the provision of publishing, exposition, advertising and printing production services.

The Canadian Government Publishing Centre co-ordinates the publishing activities of departments and agencies of the government of Canada, with the objective of effectively and efficiently maximizing public awareness of government programs and services through a Depository Services Program for all Canadian and foreign libraries, and has a reference service for all Members of Parliament. The centre contacts all federal government departments concerning their publishing activities for each upcoming fiscal year.

The Canadian Government Expositions Centre provides departments and agencies with a wide range of signage and exhibits, and associated audio visual services for exhibition and display purposes. These services are made in house, as well as purchased from the private sector, both at home and abroad.

The Advertising Management Services Branch provides advertising services including contracting for advertising agency services, Agency of Record Services, advertising research services, advertising advisory services; the purchase of media space and time through the Agency of Record. This Branch also provides central auditing, account payment and billing services, print rate negotiations, as well as the development and maintenance of an advertising management information system.

Printing Production produces decentralized copying, duplicating and printing services to Parliament, its members and government departments, for those requirements that cannot be satisfied more effectively by commercial printers because of cost, urgency, sensitivity or close liaison considerations.

Regional Operations Sector

The Regional Operations Sector is responsible for the provision of all services offered by the Supply Administration at the local level both in Canada and abroad.

In addition, the Sector through its Export Supply Branch, is responsible for providing, on behalf of the Canadian Commercial Corporation, contracting and contract management services for the provision of Canadian goods and services to foreign governments and international agencies.

To deliver its services the Regional Operations Sector is currently divided into two Directorates, Canadian Operations and Export Supply.

Canadian Operations Directorate

The Canadian Operations Directorate is the largest component of the Sector, employs in excess of 1300 people and operates from over 100 locations across Canada.

Functioning as miniature Supply Administrations, the seven regional supply centres which make up the Directorate provide all the Supply Administration services at the local level.

The Regional Supply Centres are located in Richmond, British

Columbia; Edmonton, Alberta; Winnipeg, Manitoba; Toronto, Ontario; Ottawa, Ontario; Montreal, Quebec; and Dartmouth, Nova Scotia and are generally comprised of a regional office, district and sub-purchasing offices, printing plants, copy centres and self-service stores.

In addition to providing acquisition and printing services which are also available from headquarters Directorates of the Operations Sector, this Directorate also provides other unique services. These include stocked item supply; self-service stores; warehousing; maintenance and repair; assets management and disposal.

Export Supply Directorate

The Export Supply Directorate carries out, on behalf of the Canadian Commercial Corporation, contracting and contract management services for the provision of Canadian goods and services to foreign governments and international agencies. Furthermore, the Directorate also provides functional direction to Headquarters directorates on all export supply matters and seeks export opportunities for the Canadian private sector.

The European Region, with its headquarters in London, England, is responsible for serving the needs of customer departments located in Canada, as well as federal agencies overseas. Its major client is the Canadian Forces European Command, for which it carries out commercial and engineering acquisitions. In common with their counterparts throughout the Supply administration, procurement officers in the European Region are alert to purchases that could be made from Canadian sources, and when this is possible, they refer such requirements to the appropriate Canadian region or branch. Efforts are also made to support European industry in the licensing, co-production or transfer of technology and production capability to Canada.

The London Office is responsible for procurements from the Scandinavian countries and all of Europe except Germany, France and Belgium. A district purchasing office in Koblenz, West Germany, buys from these latter three countries. In addition to the specialized items available only in Europe that are required by government clients in Canada and overseas, the office in Koblenz buys the everyday goods and services needed by the Canadian NATO bases at Lahr and Baden-Soellingen, West Germany.

The United States Region, with its office in Washington, D.C., is responsible for maintaining government-to-government contact with the United States for the purchase of specialized Canadian requirements in aerospace technology and armaments. In addition, this region's role has been recently enhanced to include source development, provide more efficient access to DSS sourcing information on Canadian capabilities and assist the Export Supply Branch in its export endeavours.

Manuals

Various manuals, catalogues and plans are either produced or used by the sectors as working documents and tools. In addition, other publications, are generated to assist our clients to do business with us and understand our organization and systems.

A sample listing of such publications, as described in the above paragraph, are as follows:

- Supply Policy Manual
- Delegation of Authorities Manual
- Customer Manual
- Regional Operations Manual
- Specification and User Manual for Computer Assisted Publishing System (CAPS)
- Advertising Management System — ADMASS User Guide
- Main Plant Operating Instructions
- Outside Plant Operating Instructions
- Maintenance and Repair Manual
- Price Trend Survey
- Stocked Item Supply Catalogue
- Corporate Plan
- Sector Plan
- Guidelines for the Preparation of Unsolicited Proposals for Scientific and Technology Work
- Policy and Procedures for the Preparation of Standards
- National Certification Program
- Manufacturer's Inspection System Requirements
- Contractor's Certification Programs, Policy and Procedures.

Corporate Finance, Planning, Systems and Support Services Sector

The third organizational group within the Supply Administration is the Corporate Finance, Planning, System and Support Services Sector, which provides corporate direction and control for the Supply Administration in the following functional areas: the development, maintenance and enhancement of management information systems; the management of the financial function including financial planning and policy development, reporting analysis, contractual cost and financial review and accounting services; the management of the corporate planning process; the delivery of customer and supplier relations; the provision of personnel services including classification, staffing and professional development; the provision of industrial, personal and protective security services; the settlement of contractual disputes; and the development of affirmative action programs.

Security Branch

The Branch meets the Canadian government's national and international industrial security commitments; provides security support to the Supply Administration and to Canadian industry in relation to its marketing, liaison, and technical requirements; and conducts a personnel security clearance program for industry and the Supply Administration personnel.

Manuals

- Industrial Security Manual: This manual was produced exclusively as a guide to industry. It is a set of instructions dealing with the control of classified information of use by company officials and security offices.

Supply Management Directorate

The Supply Management Directorate assists the Deputy Minister in the formulation of the Supply Administration's general objectives, policies, plans and programs. It is responsible for setting and monitoring standards of performance for Supply Administration operations and providing overall direction in regards to supply management, through the development of an effective annual procurement plan and strategy. It also directs the development and monitoring of policies (including the Supply Policy Manual), guidelines, procedures and processes for the cost-effective and efficient acquisition, distribution and management of movable assets. It also directs and monitors the contract quality assurance function along with negotiations with Treasury Board on matters relating to contract policy. The Minister of Supply and Services Canada is also responsible for the three crown corporations described below.

Department of Supply and Services (Supply Administration)

Canadian Arsenals Limited

Canadian Arsenals Limited is a legally chartered crown corporation under Part I of the *1934 Companies Act*. It was incorporated by the Dominion of Canada under letters of patent dated September 20, 1945, on the recommendation of the then Minister of Reconstruction.

The company's main role is to maintain in Canada a centre of excellence for the filling and loading of high explosives and propellants, and a production capacity for medium and large-calibre ammunition and additional military material for Canadian defence needs, as well as to form the base from which production capacity could be expanded in the event of a war.

Crown Assets Disposal Corporation

The Corporation provides a specialized service to government departments, agencies and crown corporations in the disposal of their surplus material located in Canada and abroad. It acts as agent for the United States, British and other governments in the sale of their surplus assets located in Canada, and has arrangements with certain European governments for the disposal of Canadian military surplus located in their countries.

Royal Canadian Mint

The Ottawa Mint was established originally in 1908 by Royal Proclamation as a branch of the Royal Mint, London, under the provisions of the *United Kingdom Coinage Act*. In 1931, the Mint was established under statute as a branch of the Department of Finance. In 1969, the Mint was established as a crown corporation under Part X of the *Government Organization Act*, 1969 (now the *Royal Canadian Mint Act*, RSC 1970, c.R-8).

Classes of Records

Economic and Market Analysis
SSC-10
Description: Information on optimum financial and economic strategies associated with total product planning, to determine both short and long-range customer requirements, and the identification of developing market opportunities in Canada and abroad. This includes information on current economic trends, as well as market forecasts, product intelligence and relevant information on industrial and procurement strategies. *Topics:* Item profile assessment; industry sector analysis; source identification; source development, Inter-program Lost Benefit; Personnel Information Bank; vendor sourcing records; and Science Procurement Information Network. *Storage Medium:* Word processor and computer. *Retrievability:* Files are arranged by contract, company, project and department.

Requirements Definition
SSC-20
Description: Information on the need of appropriate levels of value engineering and procurement planning, supported by good cataloguing, clear specifications and appropriate quality assurance. *Topics:* Need determination; value engineering (cost reduction technique); procurement planning, material identification; specifications and standards; quality assurance requirements; Statement of Requirement (time, cost, performance); estimates. *Storage Medium:* Word processor and computer.

Method of Supply
SSC-30
Description: Information on a method of satisfying customer requirements in a manner which will result in the optimum product resource, operating and contingent cost. *Topics:* Make or buy (make is available within; buy is obtainable from private sector); facility evaluation, regional or central acquisition and distribution lease of purchase; and consignment (arrangements under which goods are shipped for future sale or other purposes). *Storage Medium:* Word processor and computer.

Financial Analysis
SSC-40
Description: Information on budgetary analysis and control; evaluation of vendor financial capability; financial analysis in terms of the product resource, operating and contingent cost or acquisition; formulation of pricing strategies, and the identification of various financing alternatives. *Topics:* Budgetary analysis and control; evaluation of vendor financial capability; product resource, operating and contingent cost or acquisition; formulation of pricing strategies; and identification of financing alternatives. *Retrievability:* Files arranged by subject, project and company.

Project Management
SSC-50
Description: Information on temporary management structures having appropriate authority and responsibility to acquire innovative or substantially complex capital equipment, construction, and services. *Topics:* Standards, operations; assistance; specifications; sourcing (potential sources of suppliers); negotiation; assessments of tenders/contracts; customer and vendor liaison; allocations of commodities; purchase requisitions; supply management; and major procurement projects. *Storage Medium:* Word processor and computer. *Retrievability:* Files arranged by contract, subject and project.

Contracting
SSC-60
Description: Information on the procurement of a specific product or service up to and including the awarding of the contract for purchase, service or lease. *Topics:* Description of requirement; sourcing (potential sources of suppliers); price and availability determination; bid solicitation; contract negotiations; and contract selection and award. *Storage Medium:* Word processor, tapes, discs, microfiches and computer. *Retrievability:* Files arranged by contract, serial number, subject, company and requisition number.

Contract Administration
SSC-70
Description: Information on time, cost, performance conditions of the contract; expediting delivery; administering design changes and amendments; and ensuring quality and delivery. Also includes information on termination, settlement, audit, and security arrangements to secure the fulfillment of the contract. *Topics:* Monitor time, cost, and performance; expediting and follow-up; design change or deviation; contract amendment; quality assurance; delivery, acceptance, and payment; termination and settlement; cost audit; and plant and personnel security. *Storage Medium:* Computer, disc, word processor, tapes and microfiches. *Retrievability:* Files arranged by contract, company, department, and subject.

Inventory Management
SSC-80
Description: Information on the planning and maintenance of a range of stocked items in inventory to meet forecast requirements; determination of optimum inventory levels, order points, and order quantities; management of inventory balances and backorders, stock replenishment, and expediting activities. *Topics:* Physical location of stock; provisioning (of stock item supply), pricing and investment strategy; assessment of inventory; accountable advance material and regional inventory control.

Warehousing
SSC-90
Description: Information on physical and administrative functions of the storage and distribution activity. *Topics:* Receipt; sorting; identification; inspection; preservation; storage; safekeeping; retrieval for

issue; preparation for shipment of material; bulk issues; mail order supply; over-the-counter issues; and public warehousing.

Retailing
SSC-100
Description: Information on the issue of product stocks from retail outlets. These outlets, which carry stocks of products frequently required in small quantities, are located close to the customers being serviced. *Topics:* Order processing; authorized agents; retailing products; and selling services.

Traffic Management
SSC-110
Description: Information on ensuring least-cost for shipping or movement of goods via one, or all six modes of transport (air, road, sea, pipeline, rail and off-highway). *Topics:* Shipping arrangements (inland and overseas); travel and removal services; and freight audit and cost analysis.

Billing
SSC-120
Description: Information on invoicing of client departments and non-government customers to secure payment for goods and services provided. *Topics:* Revenue received; recoverable amounts; and invoice or contract. *Retrievability:* Files arranged by subject, department and contract number.

Management of Movable Assets
SSC-130
Description: Information on the management of movable assets from the time they are acquired, through their life cycle and ultimate disposal. *Topics:* Assets inventory of government departments; vehicle fleet management; lease, rental or loan (of movable assets); production assets (crown-owned tooling); replacement and retirement; and disposal. *Retrievability:* Files arranged by project, company, contract, and loan agreement number.

Repair, Overhaul, Modification, and Maintenance
SSC-140
Description: Information on repair, overhaul, modification or maintenance in order to have the greatest utilization and least cost of the asset. *Topics:* Specifications and quality assurance; make or buy (make is available within, buy is obtainable from the private sector); repair, overhaul, modification and maintenance cycle management; and regional distribution of work. *Retrievability:* Files arranged by contract, loan agreement number, and company.

Industrial Security
SSC-160
Description: Information on security programs to protect national and international classified information related to government contracts and projects available to industry by government departments. *Topics:* Agreements and exchanges (information between Canada and other countries); classified industrial contracts; industrial facility security clearances; industrial information protection; material and classified documents control; North Atlantic Treaty Organization security; industrial security training. *Retrievability:* Files arranged by subject. Soundex System for industry personnel security clearance files.

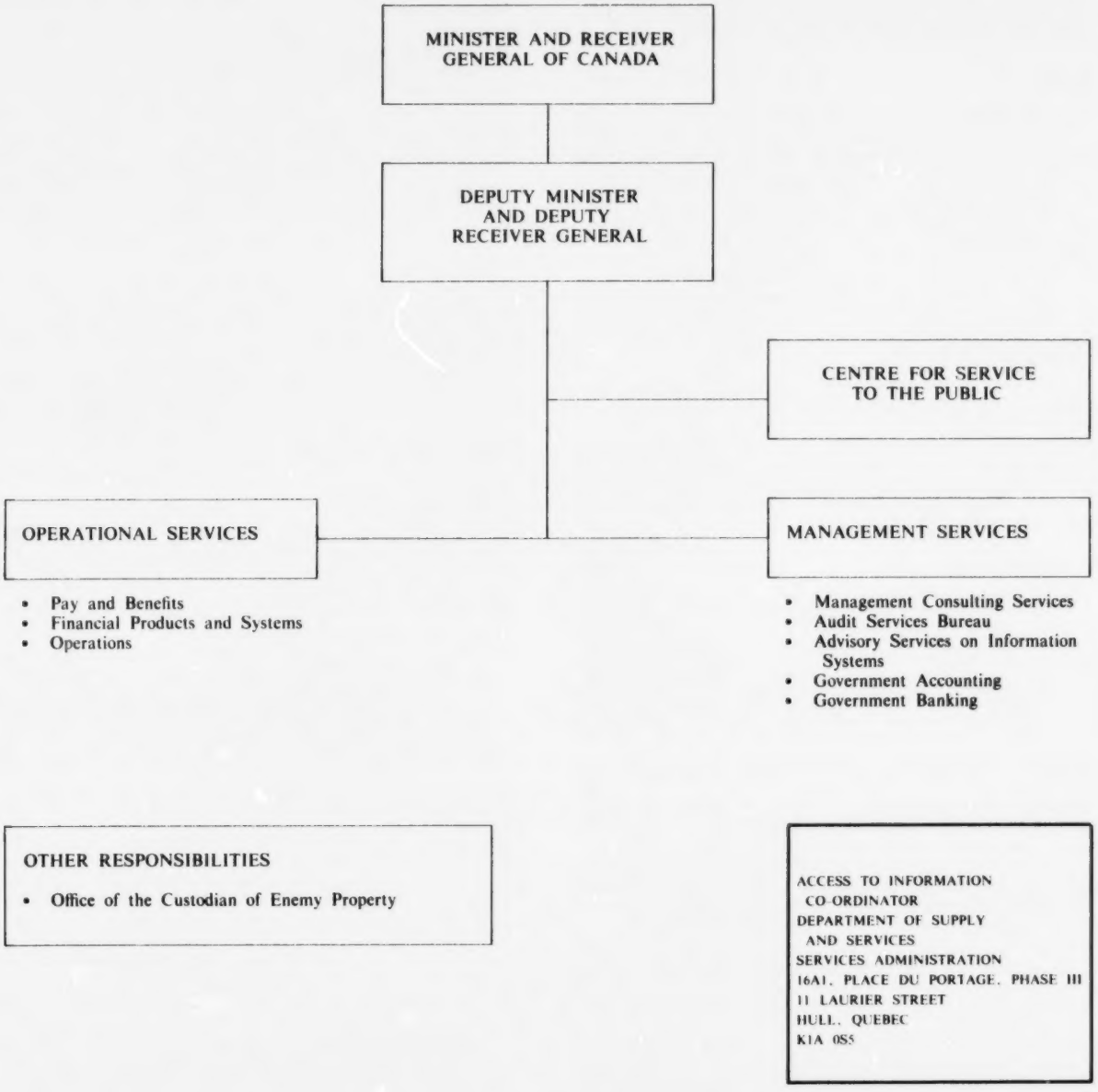
Production Services
SSC-170
Description: Information on the main and outside plant facilities, and Technical and Engineering Support Services; on functional direction given to regional plants, in order to meet the printing needs of government generally, and certain distribution services. *Topics:* Main plant facilities; outside plant facilities; printing requirements; and operational and technical support services. *Storage Medium:* Microfiche and disc. *Retrievability:* Files arranged by subject, contract numbers, project and company names.

Publicity and Promotion
SSC-180
Description: Information on advertising and promotional activities concerned with the merchandising of products. *Topics:* Subject lists; advertisements; bookfairs and trade shows; and inquiries (public and parliamentary).

Product Specifications and Standards
SSC-190
Description: Information on technical requirements, specifications and standards for products in general recurrent use. *Topics:* Development of specifications and standards; specifications and standards committees; item standardization; specifications and standards distribution; and international standards organization.

Certification Programs for Products and Services
SSC-200
Description: Information on the establishment, maintenance and distribution of certification listings. *Topics:* Development of certification lists; certification panels; item certification; and certification listing distribution. *Retrievability:* Files arranged by product and company.

Department of Supply and Services (Services Administration)



ACCESS TO INFORMATION
CO-ORDINATOR
DEPARTMENT OF SUPPLY
AND SERVICES
SERVICES ADMINISTRATION
16A1, PLACE DU PORTAGE, PHASE III
11 LAURIER STREET
HULL, QUEBEC
K1A 0S5

Background

Created on April 1, 1969, with the approval of the *Government Organization Act*, the Department of Supply and Services was formed by the amalgamation of a variety of functions previously dispersed through a number of departments, offices, and bureaus.

The Department is divided into two administrations, Supply, and Services, each under the direction of a Deputy Minister.

The Services Administration, which is organizationally and functionally distinct from the Supply Administration, inherited the responsibilities formerly discharged by the Office of the Comptroller of the Treasury, the Central Data Processing Services Bureau of the Treasury Board, the Bureau of Management Consulting Services of the Public Service Commission and the Central Personnel Records Division of Statistics Canada.

Laws and Regulations

The Minister is responsible for administering the following Acts:

- Department of Supply and Services Act, RSC 1970, c. S-18
- Public Service Superannuation Act, RSC 1970, c. P-36, as amended

Overall Responsibilities

This Administration is divided into three sectors: Planning, Finance and Administration, Operational Services, and Management Services. These sectors are comprised of a number of branches or bureaus, each of which is responsible for carrying out a special function contributing to the successful fulfillment of the Services' mandate and mission. The Services' mandate can be described as supporting and contributing to federal government operations in an effective and efficient manner through the provision of Receiver General programs and other services in the areas of Compensation, Personnel, Finance, Administration, Management and Advisory Services.

This Administration's role, then, is to provide a variety of central and common services for the departments and agencies of the government in support of their programs. The general objective of this centralization is to improve administrative efficiency by providing better services at lower cost throughout government.

The specific functions assigned to the Services Administration are established by the *Financial Administration Act* and the *Department of Supply and Services Act*, as well as a number of Orders in Council. Under the *Financial Administration Act*, the Minister, as Receiver General for Canada is required to provide and control the financial infrastructure of the government. This involves the performance of two main functions: maintaining the accounts of Canada, and administering payments into and expenditures from the Consolidated Revenue Fund.

On the Minister's behalf, Services maintains bank facilities and accounts for the receipt of public funds, operates and controls the deposit accounts of the Receiver General, issues cheques for government payments, maintains fiscal accounts and papers, and prepares the annual Public Accounts and monthly Statement of Financial Operations published in the Canada Gazette.

Under the authority of the *Supply and Services Act*, Services furnishes other departments with a number of other services. Some of these services, by virtue of the Act, as well as a number of Orders in Council, are mandatory; others are discretionary, being provided only at the request of a department. The mandatory services consist of the disbursement of pay to all public service employees, and the administration of the benefits of superannuation and other public service employee benefits. Also, Services is required to produce and issue cheques for payment to suppliers for goods and services provided in fulfillment of authorized requisitions from client departments and agencies. Discretionary services offered include consulting, accounting, auditing, and financial services.

Since 1969, the Services Administration has undertaken a number of additional responsibilities. In 1972, by virtue of Order in Council PC-1972-1245, the powers, duties, and functions of the Office of the Custodian of Enemy Property were transferred to the Minister of Supply and Services.

In 1983, Services was assigned responsibility for the Centre for Service to the Public, which is charged with implementing a number of initiatives designed to facilitate a variety of improvements in the quality of government service.

In summary, Services responsibilities have increased over the years, but its primary task remains unchanged: to facilitate the task of other departments in successfully carrying out their programs by providing them with a range of efficient supportive services. These include the provision and control of a financial infrastructure for government, the payment of employee salaries and pensions, and the provision of expert advice to other departments on finance, audit, automated personnel systems, and management related matters.

Access Procedures

Informal access is encouraged.

All formal requests under the *Access to Information Act* should be addressed to:

Access Co-ordinator
Services Administration
Supply and Services Canada
Place du Portage, Phase III, 16A1
Hull, Quebec
K1A 0S5
Telephone: (819) 997-6043

Operations Branch

This Branch is responsible for the actual production and issue of all payments made by the government of Canada, with the exception of Unemployment Insurance Commission warrants. It makes these payments upon receipt of requisitions from other government organizations through its district offices across Canada and in Lahr, Germany. The Branch also provides a Securities Safekeeping and Administrative Service to the government.

Manuals

- Operations Branch Procedures Manual
- Field Operational Instructions

Classes of Records

Pay Administration Products
SSC-210
Description: Information on the administrative services required for the distribution of pay, such as pre-audit, calculation, development and maintenance of payroll records, and cheque issue. *Topics:* Public service pay; House of Commons pay; Royal Canadian Mounted Police pay; Canadian Forces Pay Allotments. *Retrievability:* Files arranged by subject, and department. *Storage Medium:* Microfilm and computer. *Special Access Note:* Access requests for individual cheques or payments should be directed to the program department concerned.

Pension Administration Products
SSC-220
Description: Information on the administration of public service employee pension plans, such as determination of eligibility to contribute, calculation of benefits, maintenance of records, issue of statements and other reports, for those pensions covered by the *Public*

Service Superannuation Act and other retirement acts. *Topics:* Superannuation payments for Public Service, Royal Candian Mounted Police, Canadian Forces; Members of Parliament Retiring Allowance payments; Judges Pension payments; and file maintenance for Royal Canadian Mounted Police Superannuation, Canadian Forces Superannuation, Members of Parliament Retiring Allowance, and Public Service Superannuation. *Storage Medium:* Microfilm and computer. *Special Access Notes:* Access requests for individual cheques or payments should be directed to the program/department concerned.

Insurance Administration Products
SSC-230
Description: Information on the administration of employee benefit plans such as determination of eligibility, calculation of benefits, maintenance of records, and issue of statistical and other reports. *Topics:* Public Service Group Surgical Medical Insurance Plan; Public Service Management Insurance Plan; Disability Insurance Plan; and Insurance Administration. *Retrievability:* Files arranged by subject. *Storage Medium:* Microfilm and computer.

Program Administration Products
SSC-240
Description: Information on the maintenance of records and the making of payments for certain national socio-economic programs, and provision to client departments of related financial and statistical information. *Topics:* Family Allowar e; Old Age Security, Guaranteed Income Supplement; Canada Pension Plan; Canadian Pension Commission; War Veterans Allowance; National Institutional Training Program; file maintenance on all of the above; agricultural subsidy; and government annuity payments. *Storage Medium:* Microfilm and computer. *Special Access Note:* Access requests for individual cheques or payments should be directed to the program/department concerned.

Accounting Administration Products
SSC-250
Description: Information on assistance to client departments and agencies on accounts payable and other payments activity, Accounts of Canada and reporting services activity, and management, financial and other services activity. *Topics:* Accounts payable and other payments, administration payment service for government accounts paid from the Consolidated Revenue Fund, and associated financial and related statistical data; Accounts of Canada and reporting services (activities to maintain the Central Government Accounts and manage the Consolidated Revenue Fund and the Public Accounts of Canada); and financial management and other services (services provided to departments and agencies at a price and quality that is competitive with services available from other sources). *Storage Medium:* Microfilm and computer.

Compensation and Payments Services Branch

This Branch is responsible for the planning, policy and systems development associated with the processing of various payments, such as public service pay and superannuation, social and economic assistance payments and suppliers' payments. In addition, related file maintenance and accounting services are provided on behalf of client departments and agencies. The Branch is also responsible for payment policies and regulations, new payment methods and technologies, and contingency planning for the provision of essential services during emergencies.

Manuals

Operational procedures manuals prepared in co-operation with other departments and agencies on pay, pension and socio-economic programs, include:

- Pay Policy and Procedures Manual
- Superannuation Policy Manual
- Family Allowance Program Policy and Procedures Manual

Classes of Records

Pay Administration Products
SSC-260
Description: Information on administrative services required for the disbursement of pay, such as input, calculation of pays and development and maintenance of payroll systems, including cheque issue. *Topics:* Public service pay; Royal Canadian Mounted Police pay. *Storage Medium:* Magnetic tapes.

Pension Administration Products
SSC-270
Description: Information on the administration of public service employee pension plans, such as determination of eligibility to contribute, calculation of benefits, maintenance of records, issue of statements, and other reports for those pensions covered by the *Public Service Superannuation Act* and other retirement acts. *Topics:* Superannuation payments for public service, Royal Canadian Mounted Police, Canadian Forces, Members of Parliament Retiring Allowance Payments; Judges Pension Payments; and file maintenance for Royal Canadian Mounted Police Superannuation, Members of Parliament Retiring Allowance, Canadian Forces Superannuation, and Public Service Superannuation.

Insurance Administration Products
SSC-280
Description: Information on administration of employee benefit plans, such as determination of eligibility, calculation of benefits, maintenance of records, and issue of statistical and other reports. *Topics:* Public Service Group Surgical Medical Insurance Plan; Public Service Management Insurance Plan; Disability Insurance Plan; and insurance administration.

Program Administration Products
SSC-290
Description: Information on records and payments for certain national socio-economic programs, and related financial and statistical information provided to client departments. *Topics:* Family Allowance; Old Age Security, Guaranteed Income Supplement; Canada Pension Plan; Canadian Pension Commission; War Veterans Allowance; file maintenance for all of the above.

Accounting Administration Products
SSC-300
Description: Information on assistance to client departments and agencies on accounts payable and other payments activity, Accounts of Canada and reporting services activity, and management, financial and other services activity. *Topics:* Accounts payable and other payments administration (activities on payment service for government accounts paid from the Consolidated Revenue Fund, and associated financial and related statistical data); Accounts of Canada and reporting services (activities on maintaining the Central Government Accounts, on management of the Consolidated Revenue Fund, and the Public Accounts of Canada); National Institutional Training Program; Agricultural Subsidy; Government Annuity; and management, financial and other services (activities provided to departments and agencies at a price and quality that is competitive with services available from other sources).

Audit Services Bureau

The Bureau provides on request, through regional offices across the country and Head Office in Ottawa, a full range of auditing services to client departments and agencies on a professional fee-for-service basis. There are offices in nine major Canadian centres in addition to the one in Ottawa, and one in London, England.

Manuals

- Audit Manual
- Introduction to Operational Auditing
- A Structured Methodology for the Conduct of Comprehensive Auditing
- Electronic Data Processing Audit Methodology
- Client and Functional Audit Packages

Classes of Records

Auditing Services
SSC-310
Description: Information on examination and verification assignments covering management of resources, information, personnel and risk management; and evaluation of the efficiency, effectiveness and economy of operations. *Topics:* EDP Auditing; operational audit; statistical sampling; analytical auditing; audit of royalties; federal-provincial agreements; audit subsidy and contributions; comprehensive audit; internal audit; contract audit; termination audit; pre-negotiations reports; cost audit of industrial and other accounts; overhead audit studies; audit training and professional development; audit services to foreign governments; financial projections and budgets; discretionary audit; special assignments; and consultation and attendance. *Storage Medium:* Computer, audio and video tapes, disks, slides, and transparencies. *Retrievability:* Files arranged by subject, assignment number, and client program number. *Special Access Note:* Requests for access to individual audit reports should be directed to the departments concerned.

Government of Canada Banking and Accounting Branch

The Branch carries out the responsibilities of the Receiver General through the public money and banking program and the central accounting and reporting program. In carrying out these programs, the Branch performs the following Receiver General functions: receives, transfers and disburses all public money; holds all public money in Receiver General bank accounts; directs the Receiver General's program to earn interest on balances; controls the redemption of Receiver General cheques and warrants; establishes, maintains and develops the Central Accounts of Canada; produces the Public Accounts annually; publishes a monthly Gazette Statement which shows the budgetary expenditures and revenues, and non- budgetary transactions of the Government of Canada; prepares special reports to the central agencies, and provides financial statements to departments and agencies. It also produces and distributes to client departments, upon request, management statements on a monthly basis. In addition, the Branch carries out the responsibilities of the Custodian of Enemy Properties.

Manuals

- User's Guide to Recording Accounting Transactions
- Receiver General Directives and Information Bulletins
- Public Accounts Instruction Manual
- Departmental Reporting System User's Guide
- Departmental Reporting System Report Catalogue
- Departmental Reporting System General Information Brochure
- Cheque Redemption and Control Division General and Detailed Procedures Manual
- Cheque Redemption and Control Division Standards Manual
- Bilingual Lexicon of Accounting Terminology

Classes of Records

Public Money and Banking
SSC-320
Description: Information on arrangements by the Receiver General to establish bank accounts and facilities; receive, transfer, hold, earn interest on and make, and control disbursements of public money. *Topics:* Designation of banks; bank accounts and facilities; signing authorities; reports and statements on Receiver General balances; cheques issued, redeemed, and outstanding; and inquiries and investigations. *Retrievability:* Files arranged by Cheque Redemption Control Division; files associated with cheque redemption and reconciliation are organized by cheque numbers; cheque inquiries and investigations are filed by type. *Storage Medium:* Machine-readable records for bank facilities at headquarters. Cheque records and related machine-readable records are at the Matane, Quebec office. *Special Access Note:* Access requests for banking arrangements and on individual cheques or payments should be directed to the program/department concerned.

Access requests for banking facilities and for the redemption and reconciliation of Receiver General payment instruments should also be directed to the program/department concerned.

Central Accounting
SSC-330
Description: The Receiver General maintains records for the Central Accounts of Canada and produces reports from these records. *Topics:* Central Accounts; subsidiary ledgers and accounting analysis of the financial transactions; financial statements of the Government of Canada; annual public accounts; monthly statement of financial operations of the Government of Canada; financial and management reports for central agencies and other departments and agencies; and special analyses on such subjects as the assets and liabilities of the Government of Canada. *Retrievability:* Central data bank's files are arranged by central account, department, agency and certain accounting or financial classifications. *Storage Medium:* Central data bank is in machine-readable form at headquarters. *Special Access Notes:* Access requests for records of individual departments or agencies should be directed to the department or agency concerned.

Custody of Enemy Assets
SSC-340
Description: Records on the administration of property vested in the Custodian during World Wars I and II. *Topics:* Inquiries; and reports and correspondence related to vested property.

Bureau of Management Consulting

The Bureau provides, on request, a comprehensive professional management consulting service to departments and agencies of the Government of Canada as well as Crown corporations. The service is provided on a fee-for-service basis.

Classes of Records

Consulting Services
SSC-350
Description: Management consulting assignments conducted for client departments and agencies. A Private Sector Consultants Information Bank is also maintained. Access to this bank complies with provisions of the *Privacy Act*. *Special Access Notes:* Requests for access on specific reports are to be directed to departments for whom managment consulting assignments were undertaken.

Advisory Bureau for Computing

The Bureau provides specialized advice and technical services in the area of personnel data systems, to departments and agencies; operates, on a fee-for-service basis, major personnel systems for the

Treasury Board of Canada; provides co-ordinated planning, data management and standards for service-wide personnal data systems; and promotes the development and utilization of effective data processing and information-handling standards and practices through the Government of Canada.

Manuals

- Personnel Administration and Reporting Systems Users Manual (PARS)
- Operator's Guide to the Utilization of the Personnel Application Centre on-line Query Language (INFOPAC)

Classes of Records

Product Development and Marketing
SSC-360
Description: Information on the development and marketing of personnel data systems products. *Topics:* Departments and agencies of personnel system requirements.

Personnel Data Administration
SSC-361
Description: Information pertaining to service-wide personnel data systems planning and the management of personnel data for the central agencies. *Topics:* Common personnel data pool; data administration standards; planning process.

Systems Development and Computer Operations
SSC-370
Description: Information on the development and operation of personnel systems for departments and central agencies. *Topics:* Computer systems specifications; Computer operations procedures; and program testing procedures.

Electronic Data Processing (EDP) Standards Program
SSC-380
Description: Information on the federal government's EDP standards activities and the development of EDP standards and guidelines. *Topics:* Register of approved federal government EDP standards; and liaison with national and international standards setting organizations.

United Way Advisory Committee

The Committee provides assistance and guidance to the federal government United Way Campaign organizations on administrative and financial matters.

Manuals

- United Way Campaigns: A Guide for Managers

Classes of Records

Planning
SSC-390
Description: Information on Treasury Board check-off, union support, pledge forms, payroll stuffers, and pay deductions. *Topics:* Liaison with host departments across Canada; training; support and suggestions; advisory committee meetings; and official receipts.

Campaigns
SSC-400
Description: Information on general support to the organizational units. *Topics:* National and Regional Campaigns; and mailing list — chairmen across Canada

Reports and Audits
SSC-410
Description: Yearly assessments and money collected during the year. *Topics:* Statistics; progress reports; post-campaign evaluation; and campaign results.

Centre for Service to the Public

The role of the Centre for Service to the Public is to make it easier for Canadians to reach the federal government and to obtain better service through the provision of the Canada Service Bureaus, including walk-in and telephone referral services; the Qualiserv Program, where the Centre provides advice and assistance to government departments and agencies on how to improve the quality of their services to the public; the Telidon Exploitation Program, to encourage government applications of Telidon; Cantel, a public Telidon data bank of government information available and accessible nationally and internationally; the production of the Index to Federal Programs and Services available through authorized Government of Canada bookstore agents or by mail from the Canadian Publishing Centre (DSS).

Manuals

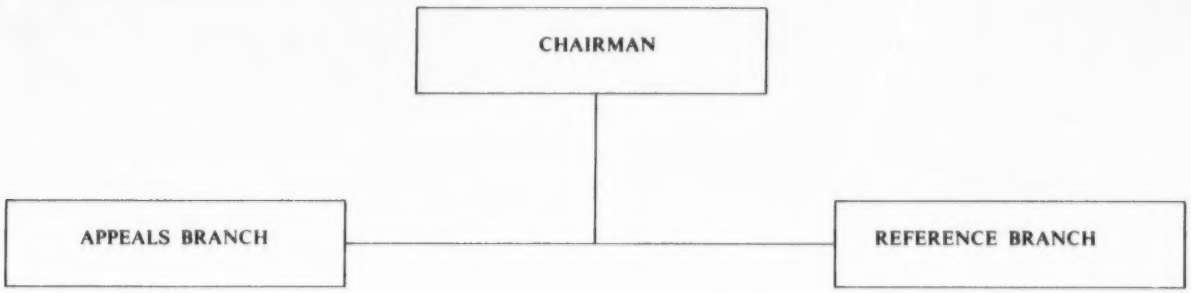
- Index to Programs and Services: Available to the public at 90 federal departments, agencies and Crown corporations

Classes of Records

Service Bureaus
SSC-420
Description: Information on how to obtain information on federal government programs and services from walk-in-facilities. *Topics:* Service bureaus (by province); satellite offices; and Members of Parliament.

Access by Telephone
SSC-430
Description: Information on how to obtain information on federal government programs and services by telephone. *Topics:* Telephone referral services; blue pages; toll-free services; and access to Members of Parliament.

Tariff Board



- Economic Inquiries

ACCESS TO INFORMATION
CO-ORDINATOR
TARIFF BOARD
21ST FLOOR
JOURNAL BUILDING, SOUTH TOWER
365 LAURIER AVENUE WEST
OTTAWA, ONTARIO
K1A 0G7

Background

The Tariff Board was established by the *Tariff Board Act* in 1931. It is both an independent commission of inquiry into matters of tariff and trade and a quasi-judicial court of appeal under the *Customs Act*, *Excise Tax Act*, *Anti-dumping Act* and *Petroleum Administration Act*.

Overall Responsibilities

In its role as a commission of inquiry, the Board undertakes specific trade studies at the request of the Minister of Finance. Its recommendations on rates of duty and changes in the tariff structure are used by the government in preparing budgets or changes in tariff or excise tax legislation.

In its role as a court, the Board hears appeals resulting from final decisions made by the Deputy Minister of National Revenue for Customs and Excise on tariff classification, valuation of goods for customs purposes and federal sales tax. The Board's powers were recently extended to include the hearing of appeals on charges levied on exports of petroleum and petroleum products.

The Board itself does not initiate inquiries. These are undertaken as a result of a reference from the Minister of Finance. In conducting an inquiry, the Board's staff of economists and statisticians is assigned the task of gathering and analyzing data. Meanwhile, the Board invites the submission of briefs and holds regional public hearings at which the views of importers, manufacturers and consumers can be heard.

During the course of an inquiry the Board may publish and distribute background papers and analytical material to encourage informed discussions of the subject under review. Confidential information on prices, costs or other data is frequently provided to the Board in the course of inquiries and is treated in strictest confidence. The *Tariff Board Act* states that such information "shall not be made public in such manner as to be available for the use of any business competitor or rival." On completion of the inquiry, a report is prepared containing the Board's conclusions and recommendations on rates of duty, the wording of tariff items and any other matters referred to the Board in the Minister's letter of reference. The report is printed and forwarded to the Minister of Finance. At this point it becomes a public document which can be obtained by any interested person.

Access Procedures

Formal inquiries under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Tariff Board
Journal Building
South Tower, 21st Floor
365 Laurier Avenue West
Ottawa, Ontario
K1A 0G7
Telephone: (613) 996-8541

Appeals Branch

This Branch is responsible for all Appeals to the Board. In its role as a court of appeal, panels of three members of the Board hold public hearings and render decisions on certain final rulings made by the Deputy Minister of National Revenue for Customs and Excise, as described below.

- An appeal to the Board may be made from a final decision of the Deputy Minister on tariff classification or value for duty under section 47 of the *Customs Act*.
- A decision of the same Deputy Minister on the normal value of goods may be appealed to the Board under section 19 of the *Anti-dumping Act*.
- The Board may declare what rate of federal sales tax is payable on an article or on transportation by air, or that the article or transportation by air is exempt from tax under the *Excise Tax Act*.
- The Board may also declare whether any charge is payable or as to the amount of the charges payable on the exportation of any oils or any petroleum or petroleum products under the *Petroleum Administration Act*.

On any appeal the Board hears the parties and then prepares a written declaration stating what classification or value for duty is applicable to the specific goods under appeal; or what rate of federal sales tax is payable; or that the goods are exempted from tax. A declaration of the Tariff Board is final and conclusive subject only to appeal to the Federal Court of Canada on any question of law.

Although many appellants are represented at a hearing by counsel or by a customs consultant, an appellant may conduct his or her own case. The rules of the Board are informal in order to keep it a court of easy access. The Board publishes *An Informal Guide for Parties in Appeals Before the Tariff Board*, which is available without charge from the Secretary. Appeals are heard in the Board's courtroom in Ottawa, and from time to time, in major cities in Western Canada and the Atlantic provinces.

Any person who has an interest in a subject under appeal before the Board may appear at the hearing as an intervenant and be heard.

There are no court costs or charges for a Tariff Board hearing.

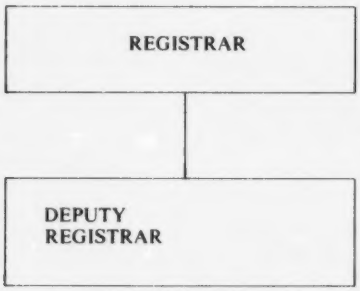
Reference Branch

This Branch is responsible for economic inquiries on imports. At the request of the Minister of Finance it carries out such inquiries on matters affecting the trade of Canada, invites the submission of briefs and holds public hearings at which the views of importers, manufacturers and consumers can be heard. It also hears petitions from Canadian producers requesting safeguard action in respect of imports under the General Preferential Tariff. The Board is usually directed to recommend appropriate levels of duty and tariff nomenclature in its report to the Minister, which must, by law, be tabled in Parliament. Its recommendations are used by the government in making amendments to Schedule A of the *Customs Tariff Act* and the *Customs Act*.

Classes of Records

Economic Inquiries
TB-10
Description: Information on specific trade and tariff studies by the Reference Branch at the request of the Minister of Finance. *Topics:* Technical inquiries — liaison with importers, producers and federal and provincial government departments.

Tax Court of Canada



- Appeals
- Application for Time Extension
- Application for Determination

ACCESS TO INFORMATION
CO-ORDINATOR
TAX COURT OF CANADA
ROOM 358, CENTENNIAL TOWERS
200 KENT STREET
OTTAWA, ONTARIO
K1A 0M1

Background

The Tax Court of Canada was created on July 18, 1983, to hear and dispose of appeals to the Court on matters arising under the *Income Tax Act*, the *Canada Pension Plan*, the *Petroleum and Gas Revenue Tax Act* and Part IV of the *Unemployment Insurance Act*, 1971, and any other Act of the Parliament of Canada in respect of which an appeal is provided under any such Act to the Court. Under the Act, the Court consists of 12 judges, namely a chief judge, an associate chief judge and ten other judges, to be appointed by the Governor in Council, who are or have been

- a judge of a superior, county or district court in Canada; or
- a barrister or advocate of at least ten years' standing at the bar of any of the provinces and either the chief judge or the associate chief judge shall be or have been a judge of the Superior Court of Quebec or a member of the bar of that province.

The chief judge is also provided with the authority to recommend for appointment retired federally and provincially appointed judges to act as deputy judges of the Court.

The principal office of the Court shall be in the National Capital Region and may sit at such times and at such places throughout Canada as it considers necessary or desirable for the proper conduct of its business.

The Court has a registrar and a deputy registrar who are appointed by the Governor in Council and supported with the services of such officers and employees from within the public service of Canada.

The Court hears and disposes of appeals filed under: Section 169 of the *Income Tax Act;* Section 29 of the *Canada Pension Plan;* Section 95 of the *Petroleum and Gas Revenue Tax Act* and Part IV of the *Unemployment Insurance Act*, 1971.

An appeal made to the Court under any of these Acts shall be made in writing, but no special form of petition or pleadings shall be required by the Court, unless the Act under which the appeal is made expressly otherwise provides.

The court also hears and disposes of:

- Applications for Extension of Time under Section 167 of the *Income Tax Act;*
- Applications under Section 174 of the *Income Tax Act* for a determination of question of law, fact or mixed law and fact arising out of one and the same transaction or occurrence or series of transactions or occurrences is common to assessments or proposed assessments in respect of two or more taxpayers posed by the Minister of National Revenue.

Access Procedures

Please direct formal requests under the *Access to Information Act* to:

Access to Information Co-ordinator
Tax Court of Canada
Room 358, Centennial Towers
200 Kent Street
Ottawa, Ontario.
K1A 0M1
Telephone: (613) 992-1704

Manuals

- Tax Court of Canada — Rules of Practice and Procedure

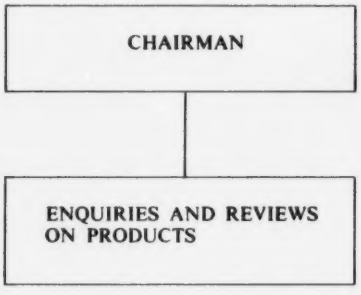
Classes of Records

Appeals
TCC-10
Description: Information on appeals filed under Section 169 of the *Income Tax Act*, Section 29 of the *Canada Pension Plan*, Section 95 of the *Petroleum and Gas Revenue Tax Act* and Part IV of the *Unemployment Insurance Act*, 1971. *Topics:* Notice of Appeal, Reply to Notice of Appeal, decision and reasons. *Retrievability:* Files indexed alphabetically by name of individual.

Application for Time Extension
TCC-20
Description: Information on applications for time extension filed under Section 167 of the *Income Tax Act*. *Topics:* Notices of Appeal; Notices of Objection. *Retrievability:* Files indexed alphabetically by name of individual.

Application for Determination
TCC-30
Description: Information on the determination of a question of law, fact, or mixed law and fact, arising out of one and the same transaction or occurrence or series of transactions or occurrences which are common to assessments or proposed assessments in respect of two or more taxpayers, posed by the Minister of National Revenue under Section 174 of the *Income Tax Act*. *Retrievability:* Files indexed alphabetically by name of individual.

Textile and Clothing Board



- General
- Inquiries and Reviews
- Economic Data on Textiles and Clothing

ACCESS TO INFORMATION
CO-ORDINATOR
TEXTILE AND CLOTHING BOARD
FIRST FLOOR WEST
235 QUEEN STREET
OTTAWA, ONTARIO
K1A 0H5

Overall Responsibilities

Created by Act of Parliament in May 1971 (19-20 Elizabeth II, Chap. 39), the Textile and Clothing Board is an independent body conducting inquiries to determine if imports of textiles and clothing goods are causing or threatening serious injury to Canadian production; to examine adjustment plans of the producers affected: to recommend to the Minister of Regional Industrial Expansion when special measures of protection against imports should be applied; and to monitor the effects of these measures. Administrative support for the Board is provided by the Department of Regional Industrial Expansion.

Access Procedures

All formal requests under the *Access to Information Act* should be directed to:

Access to Information Co-ordinator
Textile and Clothing Board
235 Queen Street
1st Floor West
Ottawa, Ontario
K1A 0H5
Telephone: (613) 993-6336

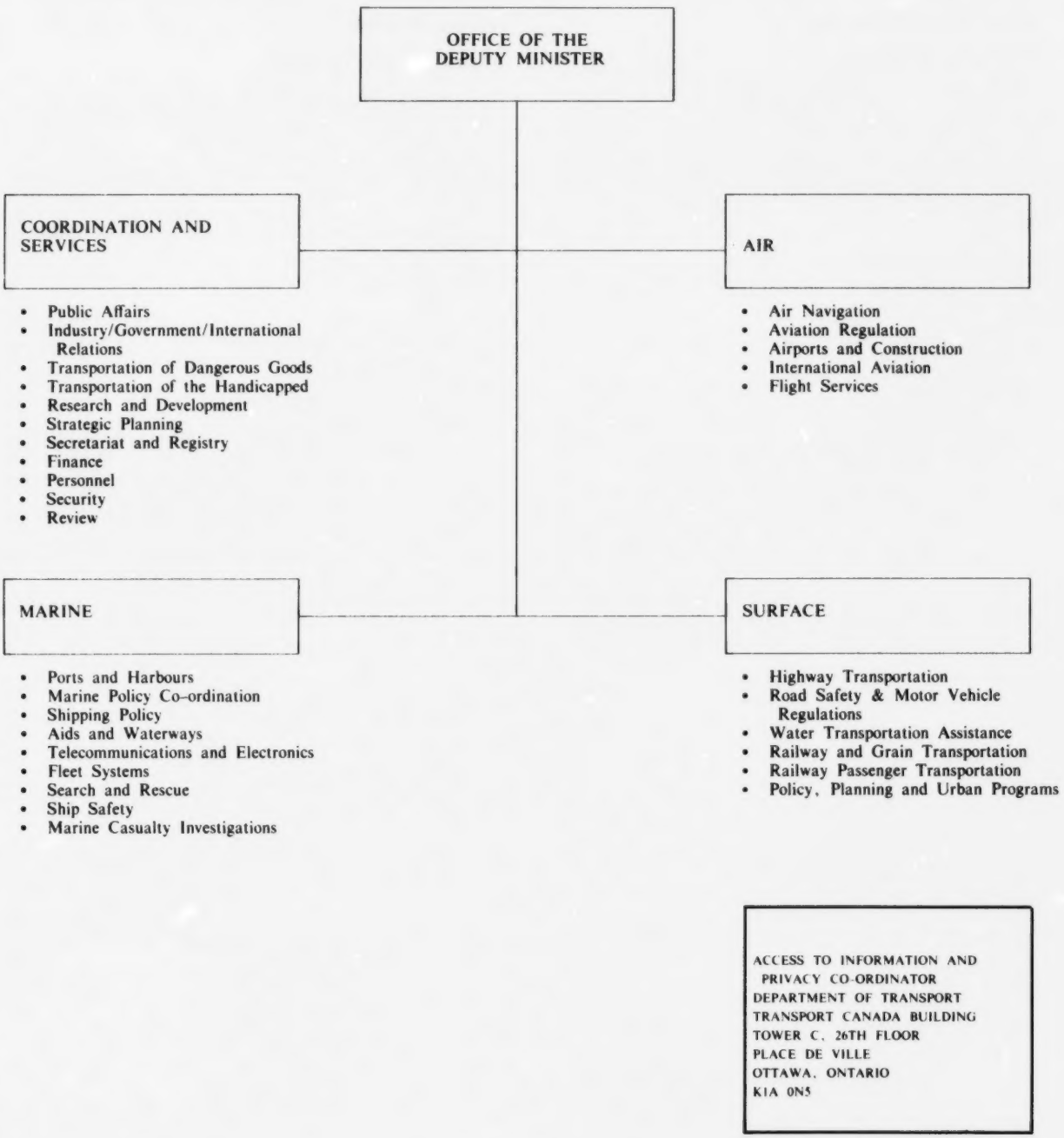
Classes of Records

General and Service Information
TCB-10
Description: Information on Board reports, Board activities, correspondence, relations with other departments and agencies, legislation and treaties relating to textiles and clothing. *Topics:* Board reports: inquiries, reviews, industry situation, studies; Board activities: information, records; correspondence with individuals, associations, firms, embassies, trade commissions; relations with other departments, agencies, Anti-dumping Tribunal, Tariff Board; legislation and treaties; *Textile and Clothing Board Act*, agreements on international trade in textile products.

Inquiries and Reviews
TCB-20
Description: Information on each inquiry and review of textiles and clothing by the Textile and Clothing Board. *Topics:* Inquiries and reviews — general, textile products, clothing products.

Economic Data on Textiles and Clothing
TCB-30
Description: Economic data on textiles and clothing industries obtained in support of the various activities of the Board. *Topics:* Economic data on textiles and clothing — general, markets, imports, exports, textile industry, clothing industry, individual firms.

Department of Transport



ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
DEPARTMENT OF TRANSPORT
TRANSPORT CANADA BUILDING
TOWER C, 26TH FLOOR
PLACE DE VILLE
OTTAWA, ONTARIO
K1A 0N5

Background

The Department of Transport was established in 1936 by the Department of Transport Act (RSC 1970, c. T-15), which amalgamated the functions of the Department of Railways and Canals, the Department of Marine and the Civil Aviation Branch of the Department of National Defence. The Minister of Transport has jurisdiction over all government railways and canals (except the Trent and Rideau canals), and has the same powers as were vested in the Minister of Marine with respect to navigation and shipping matters, and the Minister of National Defence with respect to civil aviation, before amalgamation. Additional powers are vested in the Minister by a number of other statutes and regulations.

Laws and Regulations

The Department

- Department of Transport Act
- Atlantic Region Freight Assistance Act
- International Rapids Power Development Act
- Marine and Aviation War Risks Act
- Maritime Freight Rates Act
- National Transportation Act
- Safe Containers Convention Act
- Transport Act
- Transportation of Dangerous Goods Act

Canadian Air Transportation Administration

- Aeronautics Act
- Aeronautics Regulations (pursuant to Sec. 4 of the Act)
- Air Canada Act, 1977
- Canadian Aviation Safety Board Act
- Carriage by Air Act

Canadian Marine Transportation Administration

- Arctic Waters Pollution Prevention Act
- Bills of Lading Act
- Canada Shipping Act
- Carriage of Goods by Water Act
- Public Harbour and Ports Facilities Act
- Government Vessels Discipline Act
- Harbour Commissions Act
- Hamilton and Toronto Harbour Commissioners Acts
- Maritime Code
- Canada Ports Corporation Act
- Montreal Port Wardens Act
- Navigable Waters Protection Act
- North Sydney, Meaford and Trenton Harbour Acts
- Ontario Harbours Agreement Act
- Pilotage Act
- Quebec Port Wardens Act
- Shipping Conference Exemption Act
- St. Lawrence Seaway Authority Act
- United States Wreckers Act

Canadian Surface Transportation Administration

- An Act respecting the CPR (1881), et al. (detail of old railway acts are set out in the Statutory History of the Steam and Electric Railways of Canada, 1936-1937, published by the Department of Transport/King's Printer)
- Canadian National Railways Act and related legislation
- Various Bridge Acts
- Crow's Nest Pass Agreement Act
- Government Property Traffic Act
- Government Railways Act
- Motor Vehicle Fuel Consumption Standards Act
- Motor Vehicle Safety Act
- Motor Vehicle Tire Safety Act
- Motor Vehicle Transport Act
- Passenger Tickets Act
- Railway Act
- Railway Relocation and Crossing Act
- Teleferry Act
- Winnipeg Terminals Act
- Canadian Wheat Board Act
- Western Grain Stabilization Act
- Western Grain Transportation Act

Overall Responsibilities

The department attends to the development and operation of a safe and efficient national transportation system that contributes to the achievement of general government objectives, and operates specific elements of that system. This broad role-statement recognizes certain important objectives: efficiency, safety, maximum productivity, accessible and equitable services, cost recovery and support of government policies and objectives, especially as they relate to social and economic development.

Crown Corporations

The following agencies report to Parliament through the Minister of Transport:

- Canadian Transport Commission
- Air Canada, Canadian National Railways, Northern Transportation Co. Ltd. and VIA Rail (not covered by the *Access to Information Act*).
- The St. Lawrence Seaway Authority, Canada Ports Corporation and the Atlantic, Laurentian, Great Lakes and Pacific Pilotage Authorities (reporting through the Administrator of the Canadian Marine Transportation Administration).

Major Departmental Establishments Outside the National Capital Region

The department maintains and operates the following major establishments:

Transportation Development Centre
Place de l'Aviation
1000 Sherbrooke Street West
25th floor
P.O. Box 549
Montreal, Quebec
H3A 2R3

Transport Canada Training Institute
1950 Montreal Road
Cornwall, Ontario
K6H 6L2

Canadian Coast Guard College
P.O. Box 4500
Sydney, Nova Scotia
B1P 6L1

Motor Vehicle Test Centre
P.O. Box 285
Blainville, Quebec
J7E 4J2

Organization

The department is headed by the Deputy Minister of Transport who is supported by an Associate Deputy Minister; the Director General, Review; the Director, Departmental Security; and by heads of operational and staff groups.

The department's operational groups are the Canadian Air Transportation Administration, the Canadian Marine Transportation Administration, and the Canadian Surface Transportation Administration.

Planning and co-ordination functions are carried out by a group headed by the Assistant Deputy Minister, Planning and Co-ordination. Policy advice and support relating to the management and administration of departmental resources are provided by an Assistant Deputy Minister, Personnel, and an Assistant Deputy Minister, Finance.

The Director General, Public Affairs, reports directly to the deputy minister, and the departmental General Counsel provides legal services for the department at the instruction of the deputy minister.

Library and Information Centre

The role of the Library and Information Centre, with respect to access to departmental records, is to provide systematic and comprehensive access to sources of information generated by the department in any medium. The Library fulfils this function in five ways:

- by serving as a place to request information and receive it;
- by functioning as a central system where most internally generated materials are deposited, bibliographically controlled, catalogued and indexed;
- by providing a bibliographic data base to determine what information there is relating to a specific question (this data base is available for consultation on the premises, for distribution in microfiche at cost and for computerized access through the Canadian On-Line Enquiry System operated by the Canadian Institute for Scientific and Technical Information);
- by providing facilities for consultation or more extensive research in the form of microform readers, carrels or desks; and
- by acting as an internal referral mechanism to ensure that requests are followed up, particularly when it is not clear to individuals or organizations to which address requests should be forwarded.

Library and information services are available at the following addresses:

Headquarters (all categories of information)

Transport Canada Library and Information Centre
Place de Ville
Tower C, 2nd floor
Ottawa, Ontario
K1A 0N5

Marine Transportation Information

Newfoundland Region, Canadian Coast Guard
Regional Manager, Financial Administration
P.O. Box 1300
St. John's, Newfoundland
A1C 5N5

Maritimes Regional Coast Guard Library
P.O. Box 1013
Dartmouth, Nova Scotia
B2Y 3Z7

Laurentian Region Coast Guard Library
104 Dalhousie Street
Quebec, Quebec
G1R 2B5

Central Region, Canadian Coast Guard
Regional Manager, Financial Administration
One Yonge Street, 20th floor
Toronto, Ontario
M5E 1E5

Western Region Canadian Coast Guard
Regional Manager, Financial Administration
700 West Georgia Street
Vancouver, British Columbia
V7Y 1E1

Air Transport Information

Atlantic Region
Regional Manager, Administrative Services
P.O. Box 42
Moncton, New Brunswick
E1C 8K6

Quebec Region
Regional Manager, Administration
P.O. Box 5000
Montreal International Airport
Dorval, Quebec
H4Y 1B9

Ontario Regional Library
4900 Yonge Street
Suite 300
Willowdale, Ontario
M2N 6A5

Central Region
Regional Manager, Administration
P.O. Box 8550
Winnipeg, Manitoba
R3C 0P6

Western Regional Library
Federal Building
9820-107th Street
Edmonton, Alberta
T5K 1G3

Pacific Regional Library
739 West Hastings Street
Vancouver, British Columbia
V6C 1A2

Program-related Information

Canadian Coast Guard, College Library
P.O. Box 4500
Sydney, Nova Scotia
B1P 6L1

Transportation Development Centre Library
1000 Sherbrooke Street West
P.O. Box 549
Montreal, Quebec
H3A 2R3

Transport Canada Training Institute
Technical Information
1950 Montreal Road
Cornwall, Ontario
K6H 6L2

General Information

Public Affairs Branch

The Public Affairs Branch forecasts and analyzes probable reaction to existing and proposed departmental plans, policies and programs. The branch is responsible for providing support for the implementation of the department's aims and objectives by handling media relations and public information programs, including advertising, special publications and exhibits. It provides general information about the department through headquarters facilities in Ottawa and regional offices in St. John's, Dartmouth, Moncton, Montreal, Quebec, Toronto, Winnipeg, Regina, Edmonton and Vancouver. Contact may be made in person or by writing to the public affairs officers at one of the following addresses:

Ottawa

Director General, Public Affairs
Tower C, 21st floor
Place de Ville
Ottawa, Ontario
K1A 0N5
Telephone: (613) 996-5861

Newfoundland Region

Regional Public Affairs Officer
Transport Canada
P.O. Box 1300
Southside Road
St. John's, Newfoundland
A1C 5N5
Telephone: (709) 772-4328

Atlantic Region

Manager, Public Affairs
Transport Canada
P.O. Box 1013
46 Portland Street
Dartmouth, Nova Scotia
B2Y 4K2
Telephone: (902) 426-3589

Regional Public Affairs Officer
Transport Canada
P.O. Box 42
95 Foundry Street
Moncton, New Brunswick
E1C 8K6
Telephone: (506) 388-7314

Quebec Region

Manager, Public Affairs
Transport Canada
1000 Sherbrooke Street West
24th floor
Montreal, Quebec
H3A 2R3
Telephone: (514) 283-4658

Regional Public Affairs Officer
Transport Canada
104 Dalhousie Street, Room 417
P.O. Box 2055
Quebec, Quebec
G1K 7M9
Telephone: (418) 694-7060

Ontario Region

Manager, Public Affairs
Transport Canada
Dominion Public Building, Room 216
One Front Street West
Toronto, Ontario
M5J 1A4
Telephone: (416) 369-3277

Manitoba Region

Manager, Public Affairs
Transport Canada
333 Main Street
P.O. Box 8550
Winnipeg, Manitoba
R3C 0P6
Telephone: (204) 949-3152

Saskatchewan Region

Manager, Public Affairs
Transport Canada
106-2050 Cornwall Street
Regina, Saskatchewan
S4P 2K5
Telephone: (306) 359-5036

Alberta Region

Manager, Public Affairs
Transport Canada
9820-107 Street
Edmonton, Alberta
T5K 1G3
Telephone: (403) 420-3810

British Columbia

Manager, Public Affairs
Transport Canada
Pacific Centre Building, 9th floor
700 West Georgia Street
Vancouver, British Columbia
V7Y 1E1
Telephone: (604) 661-3175

Publications

The following list of publications or documents, issued by the departmental Library and Information Centre, may be used to locate information (the source should be cited before the title when requesting these documents):

- How to Access Information in the Transport Canada Library and Information Centre; a Handbook (Ottawa, 1982, TP-3455)
- Your Library at your Service (TP-1478)
- Library Guidelines and Standards (Ottawa, 1979, TP-1979)
- Transport Canada Publications (published semi-annually, TP-1504)
- New Accession List (published bi-monthly)
- Audio-visual Catalogue. (Ottawa, 1983, published annually, TP-4541)
- Transport Canada Library and Information Centre (catalogue of

materials held in the Headquarters Library and Information Centre, in regional libraries and in other participating libraries updated monthly).

Access Procedures

The departmental Co-ordinator for Access to Information oversees the access to information function in the department, including the preparation of the departmental entry in the Access Register, service to the public for access to information, the determination of exemption and third-party notifications, responses to enquiries from the Information Commissioner, appeals before the Federal Court and the annual report to Parliament on the operation of the Act within the department. Enquiries concerning the administration of the *Access to Information Act* in the department should be addressed to

Access to Information Co-ordinator
Department of Transport
Place de Ville, Tower C
Ottawa, Ontario
K1A 0N5
Telephone: (613) 993-6161

Deputy Minister

Overall responsibility for the direction of the affairs of the department rests with the deputy minister, who is its permanent head and senior adviser to the Minister of Transport.

Associate Deputy Minister

The associate deputy minister advises the deputy minister on resource allocations and on the management of the department, and acts as departmental representative on the Committee of Economic and Regional Development Deputies. He or she provides the deputy minister with briefings on current issues and activities that have implications for the department as a whole, and provides direction for departmental programming, training, personnel planning, security, audit, review and evaluation activities. The associate deputy minister acts as liaison between the Minister of Transport and Crown corporations reporting to the Minister, and may represent the department in negotiations with industry, other departments, other levels of government and foreign states. He or she is assisted by the Director General, Review, and the Director, Departmental Security.

Review Directorate

The Director General, Review (DGR)provides the deputy minister and senior management with independent reviews and appraisals of departmental systems, functions and organizational units in order to improve the efficiency, economy and effectiveness of the management policies, practices and controls of the department. The DGR also provides the deputy minister and senior management with independent assessments and studies on the effectiveness of departmental accountability. The DGR fosters and promotes the development and implementation of performance measures through the provisions of policy, guidance and advice. The Review Group develops and co-ordinates the departmental productivity improvement program, validates human resource level standards and conducts special studies as directed by senior management. The DGR is assisted by the Director of Policy, Planning, Methodology and Quality Control, the Chief of Performance Measurement, the Chief of Accountability Improvement Measures Planning and Implementation, the Director of Internal Audit, and the Director of Program Evaluation.

Security Directorate

The branch administers departmental security policies. This includes administration of security, security of information, physical, technical and personnel security, and security inspections, audits and reviews.

Manuals

- Departmental Security Manual (Classified) — TP-789

Assistant Deputy Minister — Planning and Co-ordination

The overall guidance for strategic planning and the conduct of long-term multi-modal planning to respond to future needs and problems, together with the co-ordination of all internal and external activities and relations of Transport Canada are the responsibility of the Assistant Deputy Minister of Planning and Co-ordination (ADMPC). Within the department, the ADMPC co-ordinates policies, programs and objectives having multi-modal implications, develops policies and procedures governing the transportation of dangerous goods, develops and implements technological research and provides advice to the Minister on policy issues regarding transport Crown corporations. He or she is supported by four directorates: Planning and Policy, Co-ordination, Dangerous Goods, and Research and Development; and one branch: the Departmental Secretariat, which includes the Access to Information and Privacy Co-ordination.

Planning and Policy Directorate

This directorate co-ordinates and functionally directs all the main planning activities within the department; directs the development of long-range multi-modal transportation objectives and policies; provides policy development services and advice on multi-modal transportation issues; prepares national and regional multi-modal transportation forecasts; monitors and analyzes transportation systems and formulation of system strategies, and ensures an adequate level of university research and training in transportation.

Classes of Records

Strategic Planning
TC-10
Description: Information on the co-ordination and functional direction of the main planning activities within the department, the periodic review of departmental objectives, preparing national and regional multi-modal transportation forecasts, ensuring an adequate transportation data base for the department, and providing an economic analysis capability.

Policy Studies
TC-20
Description: Information on policy development services and advice on multi-modal transport issues, monitoring and analyzing transport systems, formulating system strategies and proposals for government action as appropriate, and ensuring an adequate level of university-based transport research and education programs.

Co-ordination Directorate

The directorate directs the co-ordination of departmental responses to complex issues that involve several departmental groups; co-ordinates the department's federal, provincial, industrial, and international relations; negotiates and manages economic and regional development transportation sub-agreements; develops policies and programs concerned with transportation facilities for the handicapped; co-ordinates, analyses and advises on matters concerning Crown corporations and in connection with appeals against Canadian Transport Commission rulings.

Classes of Records

Conferences and Committees
TC-30
Description: Information on all conferences, committees and associated sub-committees in which the department collaborates with other federal departments, agencies of other governments both national and international, international organizations and industry groups. *Topics:* Committees and conferences (interdepartmental, intergovernmental, international); organizations (e.g., OECD, ECMT, ECE, UNCTAD). *Retrievability:* Files arranged by subject or name of committee; government; governmental department or agency; organization.

Transportation of the Handicapped
TC-40
Description: Information on activities related to the implementation of the federal policy on transportation of disabled persons; development of accessibility standards for all modes of transport; research and development; Minister's Advisory Committee on Transportation of the Handicapped. *Topics:* Federal policy on transportation of disabled persons; accessibility standards; amendments to the *Canadian Human Rights Act;* vehicle identification; paratransit services.

Crown Corporations
TC-50
Description: Information on the Crown corporations, their components and subsidiaries, corproate plans, acquisitions and divestiture proposals; central agency and departmental policies on Crown corporations. *Topics:* Transport Canada Crown Corporations; subsidiaries; acquisitions; financing; corporation plans; legislation.

Appeals from CTC Decisions
TC-60
Description: Information on individual appeals filed with the Minister of Transport, and petitions filed with the Governor-in-Council from Canadian Transport Commission decisions, pursuant to Sections 25 and 64 of the *National Transportation Act*. *Topics:* Notices of appeal; submissions of appeals; answers and replies; analysis and recommendations to Minister; ministerial opinions; petitions; interventions; recommendations to council; Orders-in-Council.

Transport of Dangerous Goods Directorate

The directorate administers the national program relating to the transportation of dangerous goods; formulates and recommends policies, standards and means of implementing the regulations governing the handling, offering for transport, transportation and in-transit storage of dangerous goods for all modes of transport throughout Canada.

Classes of Records

Dangerous Goods
TC-70
Description: Information on policies, regulations, education programs and administrative matters relating to the transportation and handling of dangerous goods. *Topics: Dangerous Goods Code* and Regulations; regulated commodities; engineering and safety standards; type of packaging; nature and application of permit; enforcement; training and certification; awareness and information; CANUTEC; evaluation and analysis; liaison and agreements; committees and work groups; advisory board; education programs; inspections; commodities.

Research and Development Directorate

This directorate plans, programs, manages and evaluates the transportation segment of the energy research and development program of the federal government. It also plans and manages a long-term, industry-oriented transportation research and development program and is responsible for transportation research and development policy, planning, programming, and evaluation within the federal government.

Classes of Records

Research and Development
TC-80
Description: Information dealing with departmental, federal and joint government-industry transportation research and development policies and programs. *Topics:* Icebreaking; navigation aids; safety regulations; Arctic marine transportation; rail freight; road transportation; air transportation; economic and regional studies for all modes; transportation of the handicapped and energy programs.

Departmental Secretariat

The secretariat provides comprehensive co-ordination systems for the development and scheduling of policies through the departmental and Cabinet decision-making process, and prepares parliamentary returns as well as advisory and briefing services for the Minister, the Deputy Minister and senior departmental officials. The director is the departmental privacy and access to information co-ordinator and maintains a central consolidated registry of departmental statutes and regulations. The secretariat also co-ordinates the receipt and distribution of crisis information on natural and man-made disasters and the departmental emergency planning activity, pursuant to the federal government's *Emergency Planning Order*.

Classes of Records

Legislation
TC-90
Description: Information on all legislation, federal, provincial, municipal or foreign, to which the department is subject and which it must implement.

Access to Information and Privacy
TC-100
Description: Information on access to departmental records and the protection of the privacy of individuals referred to in those records. *Topics:* Access to departmental records; access to personal information banks; access to personal records.

Parliamentary Affairs
TC-110
Description: Information on written and oral questions in Parliament and other information required by Parliament, its committees, or other government institutions. *Topics:* Order Paper questions; oral questions; motions for production of papers; tabling of annual reports and returns; special committee of council; Standing Joint Committee on regulations and other statutory instruments.

Regulatory Activities
TC-120
Description: Information on the monitoring of departmental rule-making, participation in projects involving departmental statutes and subordinate legislation, and the implementation of systems and procedures to provide departmental users and the private sector with consolidated regulatory material. *Topics:* Regulatory reform; regulations consolidation; central registry for regulations and statutory instruments; regulations held on microfiche.

Emergency Planning and Operations
TC-130
Description: Information on policy, procedures and briefings, including inter-departmental, inter-governmental and NATO crisis management activity. *Topics:* Transport Canada Emergency Book; emergency information.

Assistant Deputy Minister — Personnel

The development and implementation of all departmental personnel policies and programs is planned and directed by the Assistant Deputy Minister, Personnel (ADMP), whose responsibility it is to ensure the effective recruitment, utilization and retention of human resources in the department. The ADMP advises on all matters pertaining to personnel administration, co-ordinates and directs departmental training activities, including those undertaken by the Transport Canada Training Institute and the Coast Guard College, and has overall responsibility for employee relations within the department. He or she is supported by two directorates: Personnel, and Training; and two branches: personnel planning and programs, and labour relations.

Assistant Deputy Minister — Finance

The Assistant Deputy Minister, Finance (ADMF), provides the deputy minister with systems of financial management, materiel management, contract management and review. The ADMF supplies management consulting services, computer services, library and information services, administrative and budgetary services; and advises the deputy on financial matters affecting the department and the Crown corporations reporting to the Minister of Transport. He is supported by six directors: materiel and contracting services, management systems, communications and informatics, financial administration, financial planning and programming, and administrative services.

Operational Areas

Canadian Air Transportation Administration (CATA)

The administrator directs the management of all operational, developmental, and regulatory activities of the administration in support of aeronautics, and maintains and promotes all aspects of air safety. On behalf of the Minister, CATA administers Part I of the *Aeronautics Act*, and provides the Minister with economic and policy advice under Part II of the Act.

The administrator is assisted by a deputy administrator, five assistant administrators, two directors general, one director, and six regional administrators.

CATA is divided into seven directorates and one branch: aviation regulation, airports and construction, air navigation, flight services, resource management, policy and strategic planning, international aviation, and the policy co-ordination and administration branch.

The administration provides and operates the airports, navigational aids and related facilities that allow aircraft of all types and sizes to operate in all parts of Canada. In order that they may do so safely, CATA develops and enforces technical and safety regulations. It employs about 13,000 people and has a budget of approximately $1 billion.

Role of the Six Regional Administrators

Reporting to both the administrator and the deputy administrator, the regional administrators direct the management, administration and implementation of policies, programs and services within the regions, related to such functions as airport activities, air navigation services, aviation regulation requirements, construction services, public affairs, and administration designed to provide safe and efficient air services and facilities to members of the public and the aviation community.

Information about any of these directorates may be obtained from

Public Affairs
Transport Canada
21st floor, Tower C
Place de Ville
Ottawa, Ontario
Telephone: (613) 996-5861

Canadian Air Transportation Administration
Transport Canada
Place de Ville
Ottawa, Ontario
K1A 0N8
Telephone: (613) 995-6575

or from regional offices at the following addresses:

Atlantic Region
P.O. Box 42
95 Foundry Street
Moncton, New Brunswick
E1C 8K6
Telephone: (506) 388-7212

Quebec Region
P.O. Box 5000
Montreal International Airport
Dorval, Quebec
H4Y 1B9
Telephone: (514) 636-3266

Ontario Region
300-4900 Yonge Street
Willowdale, Ontario
M2N 6A5
Telephone: (416) 224-3120

Central Region
P.O. Box 8550
333 Main Street
Winnipeg, Manitoba
R3C 0P6
Telephone: (204) 949-4311

Western Region
9820-107th Street
Edmonton, Alberta
T5K 1G3
Telephone: (403) 420-3815

Pacific Region
P.O. Box 220
800 Burrard Street
Vancouver, British Columbia
V6Z 2J8
Telephone: (604) 666-5859

Air Navigation Directorate

The directorate provides, operates, and maintains Canada's air navigation system, which consists of a national system of airways, air traffic services and aeronautical information services.

The airway system is based on the strategic deployment of radio navigation aids and consists of some 120 omni-directional radio ranges and 203 non-directional beacons. In addition, there are some 89 precision approach radio aids and 32 non-precision approach radio aids at principal airports.

Air traffic services include air traffic control provided at 60 towers, eight terminal control units and seven area control centres using some

35 surveillance radars, and many air-to-ground radio communication channels. It also includes a network of some 120 flight services stations that provide weather, traffic, and other information to aircraft.

An aeronautical information service, that consists of pre-flight and in-flight information necessary for pilots to conduct safe and efficient flights in all flying conditions, is provided by the directorate through a distributed national organization that collects and distributes the necessary information.

The directorate plans, implements, monitors, and evaluates the performance of all aspects of the air navigation system. It also develops contingency plans for dealing with crisis situations affecting the system.

The directorate is divided into four branches: program review and analysis, air navigation system requirements, air traffic services, facility engineering and systems development.

Manuals

- Manops, Vols. 1 and 2 Eng. TP-703 Inc. ATSD TP-943 ATSI TP-942
- Manual of Equipment, Part I: Radar TP-541
- Manual of Equipment, Part 2: Operational Information Display System (OIDS) TP-1057
- Control Tower Site and Design Standards TP-210
- Manops, Vols. 2 to 8 inclusive, and ATC Training Program, Vols. 1 to 6 inclusive
- ATS Management Directive (ATMD) TP-941
- Application for Horizontal Separation TP-2479
- Holding Criteria Document TP-345
- Radar Flight Check Manual TP-1334
- Plan for the Security Control of Air Traffic and Air Navigation Aids (SCATANA) TP-1258
- List of Civil Aviation Publications TP-3680
- Community Airport Radio Stations — Telecommunications Guidelines for Community Aerodrome Radio Stations
- Community Airport Radio Stations — Arctic Observation Communication Certificate Program
- Radio Operator Training Objectives — Basic Training
- Flight Services Specialist Supplementary Training — Aviation Weather Information Service

Air Navigation System Requirements Branch

The branch develops national policies, standards and procedures for the planning, implementation, operation and monitoring of the air navigation systems. The branch provides an aeronautical information service in support of safe and efficient flight, and monitors the performance of navigation aids and other components of the air navigation services system.

Classes of Records

Air Navigation Requirements
TC-140
Description: Information on air navigation systems and aids that are installed, maintained, fixed, repaired, replaced and operated by the department. *Topics:* Aerodromes; aeronautical charts and publications; aeronautical research and development; airport approach aids; airport design; airspace organization and procedures; aviation weather; flight inspection; meteorology; navigation aids.

Air Traffic Services Branch

The branch develops and implements national policies for air traffic services and establishes systems and goals necessary to achieve the safe and efficient movement of air traffic within Canadian-controlled airspace and International Civil Aviation Organization (ICAO) airspace. It includes the Air Traffic Services Research and Experimental Centre in Hull, Quebec.

Classes of Records

Air Traffic Services
TC-150
Description: Information on research, development, implementation, and maintenance of national policies, systems and procedures for safe and efficient air traffic services and control within Canadian-controlled airspace *Topics:* Area control; airport control; terminal control; information and supplementary services; research and development. *Retrievability:* Files arranged by subject and geographically by site and oceanic codes or areas. *Storage Medium:* EDP systems.

Facility Engineering and Systems Development Branch

This branch is responsible for the co-ordination and effective utilization of telecommunications and electronics resources in the service and aid of civil aviation, to ensure the safety and efficiency of all flights operating in Canadian airspace, including the development and implementation of the national Flight Service Station (FSS) activity. The director is also responsible for the design, development, installation, and maintenance of all electronic and computer-based systems required on a national basis to provide navigational, surveillance communications, airport security, and information systems.

Classes of Records

Facility Engineering and Systems Development
TC-160
Description: Information on the establishment, operation, and maintenance of stations and systems that provide communications and electronic navigation aids to civil aviation, including procurement of equipment, broadcast services, and airport advisory services. *Topics:* Establishment; construction; operation; maintenance; services; building site acquisitions; concessions and leases; apparatus; supplies; equipment; utilities; security; and frequencies. *Retrievability:* Files arranged by subject, and geographically by site codes. *Storage Medium:* EDP systems and microfilm.

Aviation Regulation Directorate

The directorate is responsible for all aspects of aviation safety, including the preparation and enforcement of legislation, security planning and programming, licensing of personnel, aircraft and airports, and certification of air services, establishing and maintaining airworthiness standards, promoting aviation safety, and regulating the transportation of dangerous goods.

The directorate licenses all pilots, commercial operators, flying schools, airports, aircrafts, aircraft manufacturers and maintenance personnel. (There are 72,000 licensed pilots and more than 24,000 aircrafts registered in Canada.) The system of airways and air routes is second only in size to that of the United States.

Aviation regulation inspectors regularly examine all people and equipment they license to ensure that they meet safety standards and comply with air regulations.

Consistent with the administration's emphasis on safety, the directorate conducts analytical studies into the nature and degree of safety deficiencies in the air transport system. These studies set priorities in the development and delivery of extensive national education and promotion programs aimed at safety motivation within the industry.

The directorate is divided into seven branches: licensing and certification, airworthiness, aviation safety programs, civil aviation security, enforcement and legislation, aviation medicine, program review and analysis.

Manuals

- Engineering and Inspection Manual, Parts I and II, TP 51-2-1-2
- Engineering and Inspection Manual, Part III, TP 51-2-3
- Airworthiness Directives
- Notices to Aircraft Maintenance Engineers and Aircraft Owners TP-4914
- Civil Aeronautics Jurisprudence TP-4311
- Digest of Civil Aeronautics Jurisprudence TP-4312
- Enforcement Training Manual TP-4751
- Enforcement Manual TP-3352
- Rule-Making Policies and Procedures Manual TP-2713
- Civil Aviation Security Manual — Policies, Standard and Recommended Practices TP-769
- Personnel Licensing Handbook: TP Volume 1 — Flight Crew TP-193E, Volume 2 — Aircraft Maintenance Engineers and Air Traffic Controllers TP-194, Volume 3 — Medical Requirements TP-195
- Personnel Licensing Procedures Manual TP-1749
- Personnel Licensing Procedures Manual TP-2943
- Instrument Procedures Manual TP-2076
- Guidance Manual for Application of Air Navigation Order, Series I, No. 2 TP-3640
- Manual of Special Aviation Events TP-389
- Canadian Civil Aircraft Register TP-220
- Air Carrier Inspector Manual (Rotorcraft) TP4357
- Air Carrier Inspector Manual (Small Aeroplanes) TP-3783
- Air Carrier Certification Manual TP-4711
- Air Carrier Check Pilot Manual TP-3646
- Air Carrier Inspector Manual (Large Aeroplanes) TP-4827
- Dangerous Goods (Inspector's Manual) TP-385
- Aircraft Maintenance Engineer Licence TP-3043
- Air Traffic Control Procedures and Pilot/Controller Responsibilities Examination TP-2900
- Commercial Pilot Licence Aeroplane TP-660
- Flight Engineer Licence TP-4831
- Flight Instructor Rating Aeroplane TP-2810
- Flight Navigator Licence TP-3614
- Flight Test Guide — Private and Commercial Pilot Licence Helicopters TP-3077
- Flight Test Guide — Private and Commercial Pilot Licence Aeroplanes TP-2655
- Flight Test Standards and Guide — Multi-engine Class Rating Aeroplane TP-219
- Glider Pilot Licence TP-876
- Helicopter Study and Reference Guide for Private and Commercial Pilot Licences, Alternate Category Rating, Flight Instructor Rating, Instrument Instruction, Endorsement TP-2476
- Instrument Rating TP-691
- Private Pilot Licence Aeroplane TP-560
- Senior Commercial and Airline Transport Pilot Licence TP-690
- Flight Instructor Guide TP-975
- Flight Training Manual TP-1102
- Flight Instructor's Guide — Part I
- Self-Paced Study Package for the Flight Instructor Guide — Section I
- Judgement Training Manual for Instructor Pilots TP-4776

Licensing and Certification Branch

The branch is responsible for standards, policies, procedures, and national programs for efficient promotion and regulation control of civil aviation activities in Canada.

Classes of Records

Air Traffic Operations (5250 Block)
TC-170
Description: Information on the development of policies, rulings, and rates for air carriage of freight, mail, and passengers. It includes details of operations and certificates of commercial airline companies, flying clubs and schools, and Air Canada. *Topics:* Express and freight; air carriage of mail; passenger traffic; airline companies; flying clubs; flying schools; operating certificates; and Air Canada. *Retrievability:* Files are arranged by subject, airline company, flying club, or school.

Aircraft (5008)
TC-180
Description: Information on aircraft inspections, operations, types of aircraft. *Topics:* Registration, inspection and operation. *Retrievability:* Files arranged by subject and aircraft markings. *Storage Medium:* EDP systems and microfilm.

Examinations and Certificates (5802)
TC-190
Description: Information on personnel licensing standards, including examinations and certification for air pilots, flight engineers, flight navigators, aircraft maintenance engineers and air traffic controllers. *Topics:* Licensing standards; examinations; certificates; air pilots; flight engineers; flight navigators; aircraft maintenance engineers; air traffic controllers. *Retrievability:* Files arranged by subject of licensing standards and examinations, name of air pilots, flight engineers, flight navigators, aircraft maintenance engineers and air traffic controllers, or applicant for licences. *Storage Medium:* EDP systems and microfilm.

Airworthiness Branch

The branch is responsible for the management of airworthiness programs, approvals and the continuing safety of all civil aeronautical products manufactured and operated in Canada and the continuing airworthiness support for all Canadian manufactured aeronautics products used in foreign countries.

Classes of Records (5010, 5012 and 5201)

Civil Aeronautical Products — Safety and Approval
TC-200
Description: Information on aircraft dealers, types and specifications, tests and approval of aircraft material and equipment. *Topics:* Type of aircraft; type of engine; material and equipment by aircraft dealers, certificates of airworthiness for aircraft and parts. *Retrievability:* Files are arranged by individual company and aeronautical product.

Aviation Safety Programs Branch

The branch administers national programs to detect, define, and advise on aviation safety deficiences. It provides aviation safety advice and guidance on the National Air Transportation System (NATS) to ensure corrective action and to develop a safety promotion program

with industry to support the prevention of accidents and incidents in NATS.

Classes of Records

Aviation Safety (5002)
TC-210
Description: Information on the administration of national air transportation safety programs. *Topics:* Safety promotion projects such as amateur-built aircraft; survival and rescue surveys; application; posters. *Retrievability:* Files arranged by subject and project.

Civil Aviation Security Branch

This branch is responsible for ensuring that the appropriate level of aviation security is being provided for the travelling public by Canadian carriers, Canadian airports, foreign carriers operating in Canada, and foreign airports being used by carriers coming into Canada.

Classes of Records

Aviation Security (5172, 5204, 670 — confidential files)
TC-220
Description: Information on airport security and policing. *Topics:* Access to Canadian airports; dangerous, prohibited and restricted areas; enquiries; designation of security officers; emergency communications; detection; devices and systems; foreign agreements; National Air Transportation System. *Retrievability:* Files arranged by subject and investigation.

Enforcement and Legislation Branch

This branch is responsible for the legislative development, promulgation and codification of aeronautical legislation, including the implementation of recommendations of a legislative nature made by the Commission of Inquiry on Aviation Safety, the development and management of the Aeronautical Regulatory Enforcement Program and for the Aeronautical Bilingualization Program and to carry out a substantive review and revamping of aeronautical legislation and the attendant enforcement policies and procedures.

Classes of Records

Enforcement Policy and Procedures
TC-230
Description: Information on enforcement policy, procedure, case histories, air regulations and air navigation orders. *Topics:* Air regulations; air navigation orders; enforcement cases. *Retrievability:* Files arranged by subject and enforcement case.

Civil Aviation Medicine Branch

This branch provides medical advice and assistance in setting standards for civil aviation personnel and advises on all problems connected with the health of travellers by air.

Classes of Records

Aviation Medicine (5320 Block, 5802 Series)
TC-240
Description: Information on airline associations, organizations, regional medical officers, medical examiners, standards, examinations, research, medical records of civil aviation personnel. *Topics:* First aid kits; flight time limitation and fatigue; regional medical officers and examiners; medical equipment; medical records of civil aviation personnel. *Retrievability:* Files arranged by subject, and name. *Storage Medium:* EDP systems, microfilm.

Airports and Construction Directorate

The directorate plans, designs, constructs, operates, and maintains airport facilities, as well as associated marketing activities.

The Airports and Construction Directorate operates a national airport system that includes large airports such as Toronto's Lester B. Pearson International as well as small Arctic airstrips such as Coral Harbour, Northwest Territories. These airports represent approximately $6 billion in physical assets, in terms of their replacement value.

The administration owns a total of 156 land aerodromes, operating and maintaining about 105 of them through its own resources. On-site responsibilities range from operating terminal buildings to maintaining runways and emergency facilities to ensure the safe movement of passengers and goods.

The Administration also provides several programs of financial assistance to other airports. At present, some 143 receive funding for capital programs and/or to support their operations and maintenance. This funding supports 46 Arctic sites, 29 remote sites being developed under federal-provincial agreements, 30 local/commercial airports, and 38 others. In addition, consultant services are provided to a number of other countries to assist them in their airport development.

The directorate establishes policies and standards for safe and efficient airport facilities and services, provides functional direction and support to regions in these areas, and directs the development of plans and programs affecting the future of the National Airports System. It is divided into seven branches: administration and contracts; marketing; policy planning and programming; airport facilities; airport services and security; airport professional services; and airport activity management and review.

Manuals

- Publications Originated in Airports and Construction TP-2725 AK-07-09-001, January 1984 — 120 pages of airport and construction publications

Classes of Records

Airports
TC-250
Description: Information on civil airports, heliports, and STOL ports. *Topics:* Planning, establishment, design, construction, maintenance, and operation of airports; site acquisition, including environmental considerations and grants; equipment; services; utilities; facilities; concessions and leases; claims; buildings; safety; policing and security; fire protection and rescue; and catering and messing. *Storage Medium:* EDP systems and microfilm.

Resource Management Directorate

The directorate manages the resources of the administration. It prepares the long-term operational plan and is responsible for resource analysis, resource planning, resource programming and evaluation. In addition, it operates the financial planning, budgeting, and administration process to determine the short- and medium-term resource implications for the achievement of these air transportation objectives and activities of the administration. The directorate coordinates the resource management process and advises the administrator on the quality, cost and effectiveness of plans, policies and resource allocations for the safe and efficient operation of the National Civil Air Transportation System.

The directorate supervises the recovery of operating costs from the users of the civil aviation system. These revenues come from the Air Transportation Tax, airport space rentals and concessions, aircraft landing fees as well as recoveries from other government programs for services provided by the administration.

Policy and Strategic Planning Directorate

The directorate develops policies related to the economic aspects of domestic and international civil aviation.

The directorate provides the aviation activity statistics and forecasts needed to manage and plan the air transportation program and advises the Minister on issues relating to the economic regulation of the air carrier industry and on international air negotiations. The directorate is also responsible for the planning framework and guides the administration's strategic planning process.

The directorate is divided into five branches: domestic policy, international policy, planning, statistics and forecasts, economic analysis and evaluation.

Manuals

- Benefit-Cost Analysis for Air Transportation Projects: A Guide for the Canadian Air Transportation Administration TP-5495
- CATA Manual of Planning Procedures TP-2154

Policy Co-ordination and Administration Branch

The branch co-ordinates government and industry relations for the administration, provides policy advice on short-term issues, and general administrative assistance to the air administrator and regional administrators.

Flight Services Directorate

The directorate is responsible for the department's fleet of 90 fixed wing and rotary wing aircraft.

These aircraft are assigned to various tasks across Canada, such as the calibration of air navigational aids, ice reconnaissance, inspection and training, joint operations with the Canadian Coast Guard, environmental protection against oil spills, transportation of cabinet ministers, and the transportation of foreign dignitaries travelling in Canada.

The directorate also provides flight services for other federal departments and agencies such as Energy, Mines and Resources, and the Marine Administration of Transport Canada.

Manuals

- Aircraft Maintenance Manual — seven volumes (not numbered)
- Helicopter Maintenance Engineer Shipboard Manual TP-4986
- Flight Operations Manual — Fixed Wing Aircraft TP-3463
- Flight Operations Manual — Helicopters TP-3493
- Flight Attendant Manual TP-3639

Classes of Records

Flight Operations
TC-260
Description: Information on types of aircraft operated by the department. *Topics:* Flight operations; technical services; quality assurance; training and systems safety.

International Aviation Directorate

The directorate is responsible for technical relations with civil aviation authorities in the United States, the United Kingdom, France and other countries, and with international organizations such as ICAO, NATO, and the International Air Transport Association.

Administrator, Canadian Marine Transportation Administration

The administration groups into one corporate entity the various marine agencies responsible for providing and operating marine terminal route infrastructure facilities, services management of all operational, developmental, and regulatory activities of the department in support of marine transportation, and the development of ports and marine commerce in Canada. The administrator is assisted by a deputy, the Commissioner of the Canadian Coast Guard, the Director General, Ports and Harbours, the Chairman of the Canada Ports Corporation, the President of the St. Lawrence Seaway Authority, and the chairmen of the four pilotage authorities (Atlantic, Laurentian, Great Lakes, and Pacific).

In particular, the administrator formulates and implements marine transportation policies, programs, and directives; ensures the efficient operation of marine way and terminal facilities, marine traffic management and pilotage services; and is responsible for providing a fleet of ships in support of navigation and the Arctic re-supply activity.

These responsibilities are carried out by a headquarters administrative unit, by ports and harbours, marine policy co-ordination, programming and finance, shipping policy, operations review and emergency planning, and contract administration.

The Canadian Coast Guard's responsibilities include the provision of such services as aids to navigation, telecommunications and ship movement systems, ship safety, including search-and-rescue, icebreaking and all regulatory activities concerning the design, construction and maintenance of ships, and the safety of personnel and cargoes, pollution prevention and marine casualty investigation. The main sub-divisions that carry out these functions are aids and waterways, telecommunications and electronics, fleet systems, ship safety, search-and-rescue and marine casualty investigations. Official information about any of these activities may be obtained from

Office of the Administrator
Canadian Marine Transportation Administration
Department of Transport
Place de Ville
Ottawa, Ontario
K1A 0N7

or from regional offices of the Coast Guard at the addresses listed below:

Laurentian Region
Regional Director General
Canadian Coast Guard
P.O. Box 2055
Quebec Terminus
Quebec, Quebec
G1K 7M9

Central Region
Regional Director General
Canadian Coast Guard
Toronto Star Building
One Yonge Street, 20th floor
Toronto, Ontario
M5E 1E5

Maritime Region
Regional Director General
Canadian Coast Guard
P.O. Box 1013
Dartmouth, Nova Scotia
B2Y 4K2

Office Location:
Twin Towers
Royal Bank Building
46 Portland Street
Dartmouth, Nova Scotia

Newfoundland Region
Regional Director General
Canadian Coast Guard
P.O. Box 1300
St. John's, Newfoundland
A1C 6H8

Office Location:
Southside Road
St. John's, Newfoundland

Western Region
Regional Director General
Canadian Coast Guard
Box 10060 Pacific Centre
700 West Georgia Street
Vancouver, British Columbia

A description of the organization and responsibilities of the St. Lawrence Seaway Authority, Canada Ports Corporation and the four Pilotage authorities, as well as the records held by them, are provided elsewhere in this Register.

Ports and Harbours Branch

The branch plans and administers public port facilities serving commercial water transportation interests, and provides functional direction to the regions in these areas. It also ensures that the development and conduct of harbour commission programs are co-ordinated with the various related activities of the department and other federal government departments.

Classes of Records

Harbours and Ports
TC-270
Description: Information on the establishment, administration, development, operation and maintenance of ports and harbours, including the establishment and collection of user charges. *Topics:* Facilities; studies; harbours and ports; headlines; harbour masters; property records; rules and regulations; tariffs and fees; returns and refunds.

Harbours Under Commission
TC-280
Description: Information on the administration, operation, development and maintenance of facilities in the Commission harbours. *Topics:* Administration; incorporation; legislation; annual reports; statistics; by-laws; regulations; water lots; leases; commissioners; staff; elevators; finance; harbour limits; headlines; land and property; wharves.

Wharves
TC-290
Description: Information on the administration, operation and maintenance of marine facilities under the jurisdiction of the ports and harbours branch, including the planning and development of port facilities and the establishment and collection of tariffs. *Topics:* Administration; rules and regulations; tariffs and fees; leases; inspections and wharf-owners.

Marine Policy and Co-ordination Directorate

The directorate advises and makes recommendations to departmental senior officials and other federal departments on all major policies concerning the provision of marine services and facilities, as well as for directing and co-ordinating the assessment of the impact of those policies. It also responds to matters arising out of current policies relating to marine services and facilities and in so doing, establishes and maintains contacts with other levels of government for the purposes of negotiations and liaison.

Classes of Records

Marine Pilotage
TC-300
Description: Information on by-laws, regulations, standards, pilotage authorities, accounts, paylists, boats and launches. *Topics:* By-laws; regulations; standards; pilotage authorities; accounts; paylists; boats and launches.

Canadian Coast Guard

Manuals

- Organization, Objectives and Policies of the Canadian Coast Guard
- Approach to Facilities Planning in the Canadian Coast Guard
- Marine Transportation Program Canadian Coast Guard
- Financial Performance Report
- Quarterly Status Report of the Canadian Coast Guard
- OPMS (Operational Performance Measurement System) Annual Report

Note: The above-listed manuals are the responsibility of the Coast Guard Commissioner's Office and pertain to general administration.

Aids and Waterways Branch

The branch develops and recommends policies for the provision of aids to marine navigation and prepares legislation and regulations for the control of marine traffic. It also reviews and approves construction plans under the *Navigable Waters Protection Act* and directs the development of commercial navigable waterways.

Manuals

- Vessel Traffic Systems: Operations Manual
- Navigable Waters Protection Act: Application Guide
- Aids and Waterways: Operational Manual
- Moorings for Aids to Navigation: General Specifications
- Occupational Profile of Marine Aids Technicians (INM II)
- Staffing Yardstick for Preventative Maintenance of Buildings and Grounds at Canadian Coast Guard Sites
- Guidelines for Determining and Verifying Operational Requirements for Racons
- CCGS Cove Isle and CCGS Gull Isle Inshore Aids to Navigation for Workboats Operating from Parry Sound

Classes of Records

Aids to Navigation — Marine
TC-310
Description: Information on the establishment, operation and maintenance of fixed and floating marine navigation aids. *Topics:* Buoys; lights; beacons; fog signals; notices to shipping; notices to mariners; site acquisitions; buildings; structures; service contracts and vessel traffic management. *Storage Medium:* EDP systems and microfilm.

Navigable Waters — Protection
TC-320
Description: Information on policies and regulations, and applications and approvals for industrial and other construction plans affecting navigable waters. *Topics:* Applications for approval; approval of construction; types of buildings and works; designation of navigable waters. *Retrievability:* Files arranged by subject, individuals or companies, geographic location, type of building or works. *Storage Medium:* Microfilm.

Waterways
TC-330
Description: Information on water levels and gauges, St. Lawrence waterways and the Canso Canal. *Topics:* Water levels and gauges; St. Lawrence waterways; Canso Canal; and St. Lawrence ship channel.

Navigable Waters — Obstructions
TC-340
Description. Information on obstructions in navigable waters. *Topics:* Obstructions in navigable waters; bridges; cribworks; sunken piers; logs; rafts and lumber; shoals; wrecks and derelicts. *Retrievability:* Files arranged by subject, individual, company, geographic location, type of obstruction or names of derelicts or wrecked vessels.

Telecommunications and Electronics Branch

The branch develops and implements policies and plans to provide and operate telecommunications and electronics systems and services required by the Canadian Coast Guard programs.

Manuals

- Maritime Mobile Communications in the Canadian Arctic
- Instructions to Inspectors of Compulsorily Fitted Ship Station Radio Installations
- Operations Standards for Coast Guard Radio Stations
- General (Telecommunications and Electronics Operations Standards)
- Radar Based VTM System, Chedabucto Bay (Equipment Standards)
- Radar Based VTM System, Placentia Bay (Equipment Standards)
- Radar Based VTM System, Halifax (Equipment Standards)
- General Index and Instructions (Telecommunications and Electronics Equipment Standards)
- VHF/DF Amplifier Process Test Set Technical Manual
- Policies and Standards Manual: Canadian Coast Guard Telecommunications and Electronics
- VHF/DF Cross-Fix Calculator Operator's Manual: Preliminary
- VHF/DF Cross-Fix Calculator Technical Manual: Preliminary
- Organizational Guidelines: Headquarters — region — field

Classes of Records

Telecommunications and Electronics — Marine
TC-350
Description: Information on the establishment, operation and maintenance of stations and systems that provide communications and electronics navigation aids to the Canadian Coast Guard and marine transportation, including design and procurement of equipment. *Topics:* Establishment; construction; operation; maintenance; services; buildings; site acquisitions; concessions and leases; apparatus; supplies; equipment; utilities; security and frequencies. *Retrievability:* Files arranged by subject, geographical location and name of Coast Guard ship. *Storage Medium:* EDP Systems and microfilm.

Fleet Systems Branch

The branch develops national policies and plans for the composition, operation and maintenance of the Canadian Coast Guard Fleet, which provides shipping with ice-breaking and ice-escort services, and gives support to other functions, such as aids to navigation.

Standard instructions pertaining to all activities of the ships and other components of the Canadian Coast Guard fall under Fleet Systems responsibility.

Manuals

- Canadian Coast Guard Fleet Logistic Instructions
- Eastern Arctic Sealift Co-ordination Plan: Eastern Arctic Sealift
- Canadian Coast Guard Fleet Orders
- Procedural Manual for CCG Ship Refit, Repairs, Alterations and Additions and Drydocking
- Ship Activity Reporting System Manual, Amendment No. 1
- Canadian Coast Guard Shipboard Helicopter Information and Procedures Manual
- Guide to the Inspection of the Supply Function in Ships of the Canadian Coast Guard in which a Logistic Officer is Borne by Complement
- Canadian Coast Guard Arctic Operation Order

Classes of Records

Ships — Canadian Government
TC-360
Description: Information on the operations, functions and services performed by the Canadian Coast Guard fleet, such as northern supply operations, support to aids to navigation and search-and rescue. This includes information on the operation and maintenance of Canadian Coast Guard vessels, such as acquisitions and supplies. *Topics:* Purchases; charters; sales; services; northern transportation; accidents and damage claims; fuel; movements; provisioning; repairs and inspections. *Retrievability:* Files arranged by subject and by name of Coast Guard vessel.

Search and Rescue Branch

The Branch develops, maintains, and ensures the efficient operation of facilities and services to minimize loss of life and personal injuries in the marine environment as a result of search-and-rescue incidents.

Classes of Records

Search and Rescue — Coast Guard
TC-370
Description: This class covers information relating to search and rescue operations and lifesaving stations. *Topics:* Lifesaving stations; search and rescue; equipment and supplies. *Retrievability:* Files arranged by subject, and geographically by name of lifesaving station.

Ice Operations — Coast Guard
TC-380
Description: Information on icebreaking, ice reporting, ice escorting and the International Ice Patrol. *Topics:* Icebreaking; ice reporting; ice escorting; International Ice Patrol; methods and equipment.

Ship Safety Branch

The branch develops and applies safety standards for the design, construction, operations and maintenance of ships and air-cushion vehicles, for their machinery and equipment, for navigation, for handling and stowage of cargo, for the qualification and certification of ship and air-cushion vehicle personnel, and for the prevention of pollution by ships. It also participates in the development of international codes, conventions and regulations concerning marine safety, and maintains registries of vessels and ships' personnel.

Manuals

- Guide for Customs Officers — *Canada Shipping Act*
- Standards for Radio Installations and Related Equipment, 1981
- Standard Marine Navigational Vocabulary
- Ship Safety Electrical Standards
- Structural Fire Protection Standards

- List of Approved Products: Hulls Inspection and Standards
- Standard for the Control of Gas Hazards in Vessels to be Repaired or Altered
- Standards Respecting Noise Control and Hearing Protection in Canadian Towboats over 15 Tons, Gross Tonnage
- Marine Automation Standards, Standards for Remote and Automated Control Systems in Ships
- Examination and Certification of Masters and Mates (Publication Examination — 1979 ed.)
- Equivalent Standards for Fire Protection of Passenger Ships
- Guide to Helicopter/Ship Operations
- TERMPOL Code (2nd edition) Code of Recommended Standards for the Safety and Prevention of Pollution for Marine Transportation Systems and Related Assessment Procedures

Classes of Records

Harbours and Ports — Cargo Loading
TC-390
Description: Information on rules and regulations concerning the handling and stowage of ships' cargoes and the appointment of surveyors and port wardens. *Topics:* Rules and regulations; reports and returns; and appointments of surveyors and port wardens.

Ships' Officers and Seamen
TC-400
Description: Information on the qualification and certification of ships' officers and seamen. *Topics:* Masters; mates; engineers; seamen; discharge books; shipping masters; examinations; certificates; welfare and discipline; and clearances of vessels. *Retrievability:* Files arranged by subject and names of ships' officers and seamen. *Storage Medium:* EDP systems.

Navigation and Seamanship
TC-410
Description: Information on navigation, seamanship, collision regulations, speed of vessels and training schools. *Topics:* Navigation, seamenship, collision regulations, speed of vessels, anchorages, schools, and apparatus and equipment.

Control of Shipping
TC-420
Description: Information on the control of shipping, including the coasting trade, and small boats. *Topics:* Coasting trade; freight movements; commodities; marine irregularities; merchant marine; Park Steamship company; and small boats.

Ships — Registration and Licensing
TC-430
Description: Information on the registration and licensing of ships other than small vessels. *Topics:* Ports of registry; ships registered and ships licensed. *Retrievability:* Files arranged by subject and names of ships. *Storage Medium:* EDP Systems.

Ships — Inspection
TC-440
Description: Information on inspection, regulations and procedures, including small vessel inspection and capacity and horsepower plates. *Topics:* Regulations; procedures; small vessel inspection; and capacity and horsepower plates. *Retrievability:* Files arranged by subject and names of small vessels.

Ships' Inspection — Appliances and Equipment
TC-450
Description: Information on the testing and approval of ships' appliances and equipment. *Topics:* Engines; boilers; machinery; fire protection equipment; lifesaving equipment and materials used in construction of ships. *Storage Medium:* Microfilm.

Ships' Inspection — Safety
TC-460
Description: Information on the inspection and certification of ships used in the carriage of dangerous goods and load lines. *Topics:* Explosives; dangerous goods; load lines. *Retrievability:* Files arranged by subject and names of ships.

Ships' Inspection — Specific
TC-470
Description: Information on rules and regulations governing safety inspections of ships. There are individual case files for specific vessels containing inspection reports and certificates, survey reports, etc. *Topics:* Ferries, drilling rigs, ships, ships' tackle and survey reports. *Retrievability:* Files arranged by subject and names of ships. *Storage Medium:* EDP systems.

Air Cushion Vehicles (ACV)
TC-480
Description: Information on all aspects of air cushion vehicles. *Topics:* Regulations; registration; licensing; certification; inspection; examination and certification of personnel; companies; equipment; material; research and development; and accidents and investigations. *Retrievability:* Files arranged by subject, names of personnel, and name, type and registration mark of ACV. *Storage Medium:* EDP systems.

Ships — Measuring and Surveying
TC-490
Description: Information on the rules, regulations and procedures for measuring and surveying ships; the appointment of surveyors; agreements with other countries, and tonnage measurements. *Topics:* Rules; regulations; appointment of measuring surveyors, and agreements with other countries.

Pollution
TC-500
Description: Information on rules, regulations and policies for the prevention of pollution in inland waters and at sea. It includes emergency plans and operations concerning the clean-up of oil or other pollutants. *Topics:* Rules; regulations; policies; plans; operations; reports; methods and equipment.

Emergencies Branch

The branch is involved in clean-up of pollution from shipping and acts as a resource agency for marine pollution incidents from other sources. It evaluates, acquires, and maintains the Coast Guard's pollution countermeasures equipment and regularly provides exercises for the Coast Guard and other personnel.

Manuals

- National Training Plan: Coast Guard Emergencies
- Arctic Marine Emergency Plan
- National Marine Emergency Plan

Marine Casualty Investigations Unit

This unit develops and recommends policies on the investigation of marine casualties, conducts investigations and recommends policies on the conduct and competence of certificated officers and pilots. It also prepares and implements a national program for the preservation, protection and disposal of wrecks.

Classes of Records

Casualties, Wrecks, Salvage
TC-510
Description: Information on casualties, investigations, reports, cargoes, wrecks, salvage and the appointment of Receivers of Wreck. *Topics:* Rules; regulations, casualty statistics; cargo and equipment losses; investigations; reports, collisions, groundings; founderings; appointments of Receivers of Wreck. *Retrievability:* Files arranged by subject, names of vessels and areas of occurrence. *Storage Medium:* EDP systems.

Canadian Surface Transportation Administration

The administrator directs the formulation and implementation of surface transportation policies and programs and manages all operational, developmental, and regulatory activities of Transport Canada relating to surface transportation. It is also responsible for the operation of the Motor Vehicle Test Centre at Blainville, Quebec.

The administration is divided into six directorates: highway transportation; road safety and motor vehicle regulations; water transportation assistance; railway and grain transportation; railway passenger transportation; and surface policy, planning and urban programs.

Information about any of these units may be obtained from

Office of the Administrator
Canadian Surface Transportation Administration
Department of Transport
Place de Ville
Ottawa, Ontario
K1A 0N5

Highway Transportation Directorate

This directorate develops, implements and monitors policies and programs to improve the capability and efficiency of highway transportation.

Classes of Records

Highways
TC-520
Description: Information on policies, studies and objectives for the provision, regulation and management of highways, international bridges and tunnels, and federal-provincial collaboration in highway projects. *Topics:* Highways economics; engineering; construction and operations. *Retrievability:* Files arranged by subject, name of project or highway, or geographical location.

Motor Carriers
TC-530
Description: Information on interprovincial and international motor carrier industry, intergovernmental relations, both federal-provincial and international. *Topics:* Commercial and private trucking; household goods; commercial buses; freight forwarding; federal and provincial regulations and laws; and studies.

Bridges and Tunnels
TC-540
Description: Information on policies, studies and objectives on the provisions, regulation and management of international bridges and tunnels, and federal-provincial collaboration in international bridge and tunnel projects.

Road Safety and Motor Vehicle Regulation Directorate

This directorate co-ordinates federal government activities in motor vehicle and traffic safety in order to reduce deaths, severity of injuries, health impairment, property damage, and fuel consumption. Principal responsibilities include development and enforcement of mandatory safety standards for motor vehicles, development of road safety countermeasures, liaison with motor vehicle agencies in other countries, management of the Motor Vehicle Test Centre and fuel economy programs, and participation in co-operative federal-provincial road safety programs.

Classes of Records

Road Safety and Motor Vehicle Regulation
TC-550
Description: Information on road and motor vehicle traffic safety, research and development of countermeasures, engineering development and enforcement of safety and emission standards and safety regulations, management of the Motor Vehicle Test Centre and fuel economy programs. *Topics:* Road safety and motor vehicle regulation; countermeasures development; accident and defect investigations; public complaints; recall campaigns; motor vehicle engineering and safety standards; motor vehicle safety rules and regulations; Motor Vehicle Test Centre; compliance auditing and testing; national and international organizations and associations dealing with road and vehicle safety; motor vehicle emissions control; and fuel economy. *Retrievability:* Files arranged by subject, project, company and safety standard. *Storage Medium:* EDP systems, test film, microfilm, video tape.

Water Transportation Assistance Directorate

This directorate establishes policies, plans and programs for all aspects of water transportation assistance and associated services, over inland and coastal waters as required by the federal government.

Classes of Records

Surface Transportation — Water Transportation Assistance
TC-560
Description: Information on policies and programs for the administration of subsidies to Ferry and coastal services. *Topics:* Ferry and coastal services; subsidies; levels of service; and tariffs.

Railway and Grain Transportation Directorate

This directorate initiates, develops, implements and monitors policies and programs for the grain transportation and handling system and for the improvement of the capability, efficiency and safety of railway systems.

Classes of Records

Railways and Grain
TC-570
Description: Information on railway operations and design, regulations, freight transportation, capacity, grain transportation and handling. *Topics:* Lands; buildings; legislation; regulations; leases; finance; operations; maintenance; traffic; freight; rates; rights-of-way; main and branch lines; terminals.

Railway Passenger Transportation Directorate

This directorate initiates, develops, implements and monitors policies and programs to improve the capability and efficiency of the railway passenger program.

Classes of Records

Railway Passenger Services
TC-580
Description: Information on railway passenger services and systems in Canada. *Topics:* Passenger services, VIA Rail.

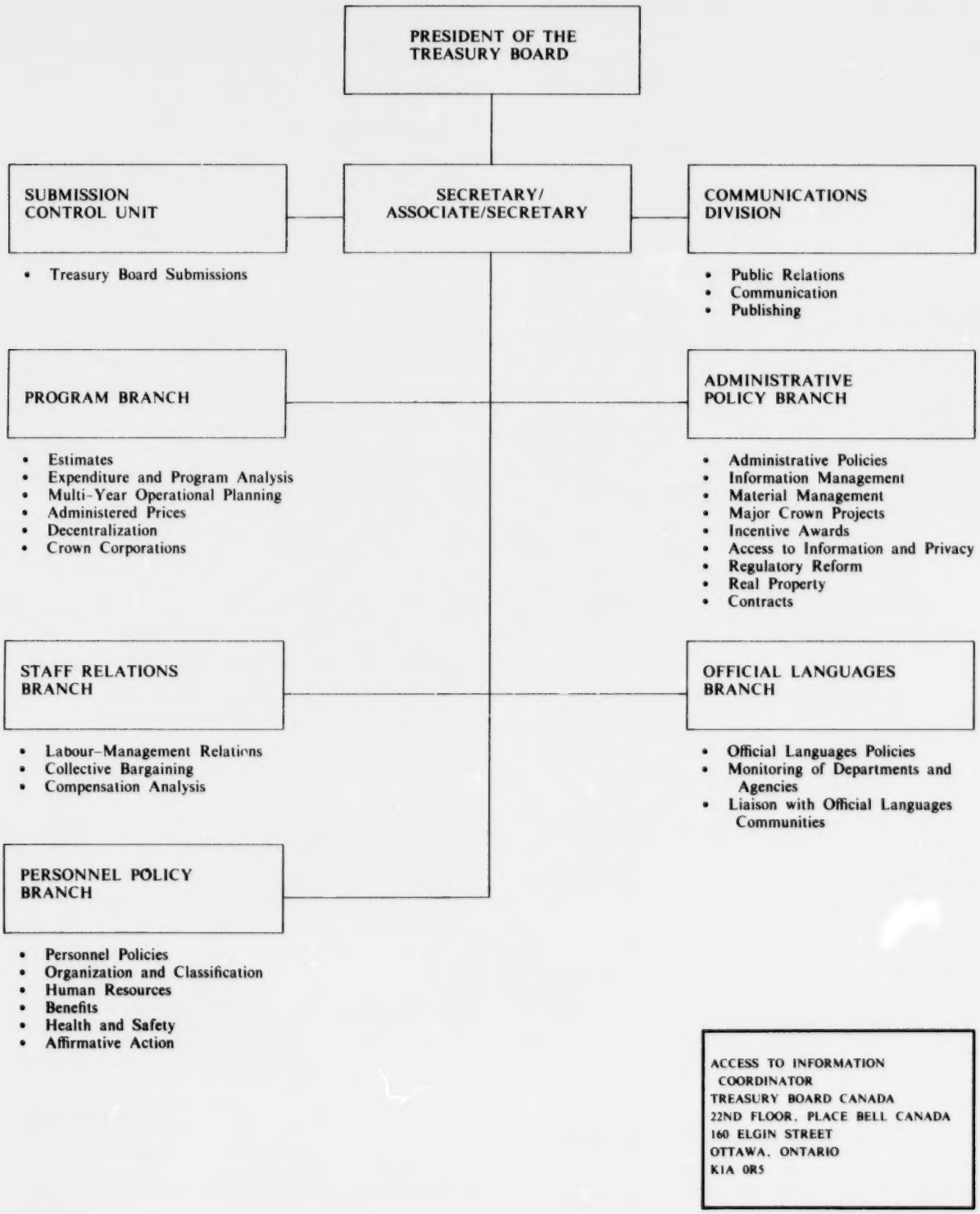
Surface Policy, Planning and Urban Programs Directorate

This directorate develops, implements and monitors policies and studies affecting the surface modes of transport. It also co-ordinates financial, administrative and planning functions for the Surface Administration, administers private rail cars for government, develops and implements urban transportation policies and programs and administers the *Railway Relocation and Crossing Act* as it pertains to the department.

Classes of Records

Surface Transportation Policy
TC-590
Description: Information on policies and programs affecting the various modes of surface transportation, private rail car operations, urban transportation, railway relocation and grade separation projects. *Topics:* Multi-modal transportation; private rail cars; urban transportation; railway relocations, and grade separations.

Treasury Board Secretariat



Background

The Treasury Board is a committee of the federal Cabinet. Its President is the Chairman of the committee, and its members include the Minister of Finance and four other Cabinet Ministers who are appointed by the Governor-in-Council. The Board was created by Order-in-Council in 1867 and received statutory approval in 1869. Its Secretariat was part of the Department of Finance until 1966 when it became a separate institution.

Overall Responsibilities

The Board's responsibilities, as set out in the *Financial Administration Act*, include financial management, personnel management and central administration of the Public Service of Canada. It is also responsible for the application of the *Official Languages Act* within the Public Service and serves as the employer for negotiating federal public service collective agreements under the *Public Service Staff Relations Act*.

Organization

The Treasury Board is served in these functions principally by the Treasury Board Secretariat, which is divided into five Branches: Program, Personnel Policy, Staff Relations, Administrative Policy and Official Languages. In addition, there are three Offices — the Office of the Secretary, the Communications Division and the Submission Control Unit.

The Secretary is the Deputy Minister, who directs the work of the institution. He advises the President and the Board on all areas concerning the organization and management of the Public Service under the Board's jurisdiction.

The Communications Division provides the President, the Secretary and the five branches with the services, advice and expertise they require in the area of public relations, communications and publishing.

The Submission Control Unit acts as a central clearing point for all submissions received by the Board. Submissions are departmental requests for program expenditure; or administrative, personnel or other authorities that the Treasury Board is empowered to grant. The Unit maintains files on past decisions of the Board.

Access Procedures

All requests for information under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Treasury Board of Canada Secretariat
Place Bell Canada, 22nd Floor, North
160 Elgin Street
Ottawa, Ontario
K1A 0R5
Telephone: (613) 995-8780

Administrative Policy Branch

The Branch is responsible for the development, implementation and monitoring of policies, regulations and suggested practices in a wide range of administrative matters. These policies pertain to activities of the Government of Canada in areas of real property, materiel, accommodation services and information management. Their purpose is to ensure probity and prudence in the acquisition and use of administrative inputs throughout the Public Service and to guide departmental managers in the efficient and effective use of resources in support of departmental programs.

The Branch is also responsible for the Incentive Award Board Secretariat, which administers the Incentive Award Program for the Public Service, and the Common Services Review Board Secretariat, which supports an independent advisory committee providing advice on the resolution of Common Services issues.

Manuals

- Administrative Policy Manual — outlines government policy on real property, materiel, services and information management

Classes of Records

Administrative Policy

TB-10

Description: General information on the development, implementation, and monitoring of policies, regulations and suggested practices on a wide range of administrative matters. *Topics:* Administrative Policy Manual — manual distribution, real property, materiel, services, information management; banking; departmental role issues; Expo 86 activities — construction, essential services, federal presence, Canada Harbour Place Corporation, federal organization, legislation; planning and evaluation; refunds and remissions; restraints on administrative expenditures; Treasury Board Senior Advisory Committee (TBSAC); *Access to Information* and *Privacy Acts*. *Retrievability:* The files are arranged by subject, group, department, agency, province, and territory as required.

Common Services

TB-20

Description: Information on services provided by a central organization in support of the programs of departments or agencies. *Topics:* Exhibitions; photographic services; Common Services Review Board.

Communications

TB-21

Description: Information on the development, revision and implementation of various government communications policies. *Topics:* Publishing; management of government advertising; special events; elimination of sexual stereotyping; expositions; visible and ethnic minorities.

Conferences

TB-30

Description: Information on policy and guidelines for conferences and control of conference sponsorship and attendance.

Contracts

TB-40

Description: Information on the establishment of authority levels in five categories of contracts: construction, goods, services, consulting services and leases. In each category, there is a basic authorization level that applies to most departments, as well as higher levels, reflecting the mandates of the common service agencies, Supply and Services Canada and Public Works Canada, and other departments with major contracting activities, such as Transport Canada and Indian and Northern Affairs Canada, as appropriate. In addition, there are a number of special authorities reflecting particular departmental responsibilities. *Topics:* Contracting — bonds, securities, holdbacks, Commission of Inquiries and Royal Commissions; construction — dredging, projects, contract claims and disputes; contracting for goods: exception to Government Contract Policy Study; contracting for services — advertising and public relations, cleaning services, education and training, fee guidelines, films, television and theatre, former government officials, health and medical services, personal service contracts, protection services, reporting requirements, transportation services; contracting — liaison with associations; contracting-out (science and technology); contracting — tenders; Treasury Board Advisory Committee on Contracts (TBACC).

Federal Identity Program
TB-41
Description: Information on the development, revision and implementation of government policy on the Federal Identity Program. *Topics:* Application and implementation — field survey; liaison — provinces and territories; visual identity — public information, signage, stationery and forms, transportation; implementation by government organizations; titles; official languages; symbols and applications.

Information Management
TB-50
Description: Information on the implementation and evaluation of policies and guidelines on the management of data and information; also the equipment and systems required for the collection, processing and production of data and information. *Topics:* Information management — office automation; electronic data processing — committees — Advisory Committee on Information Systems, Government Electronic Data Processing (EDP) Standards Committee, liaison with departments, agencies and Crown corporations; outside practices — companies and firms; projects and studies — master plan; information banks; information technology and systems plans; telecommunications administration — annual reviews, standards, Telecommunications Advisory Committee (TAC); telecommunications administrative practices.

Management Services
TB-60
Description: Basic research on techniques to improve administrative and, where requested, personnel management, control and budgeting, fiscal and cost accounting, and operational systems of departments and government as a whole. *Topics:* Consulting and professional services — architectural and engineering services contracts, central inventory of management consultants, consultants and consulting services, reports.

Materiel Management
TB-70
Description: Policy information on the planning, acquisition and management of materiel, with emphasis on the acquisition of goods, the use and management of EDP equipment, and the management of large capital projects. *Topics:* Materiel; clothing; materiel management — acquisition (lease or purchase), disposal, effectiveness, loans; motor vehicles — acquisition, administration and operations, policy evaluation; office equipment and supplies; office furniture and furnishings; Supply Advisory Committee; procurement review — Procurement Policy Advisory Committee (PPAC), Procurement Review Committee.

Real Property
TB-110
Description: Information on government policy for the cost-efficient management of federal real property. *Topics:* Work environment, acquisition, use and disposal of real property — acquisition; leasing and licensing regulations, National Capital Region; cost control of projects; energy conservation; federal land management — transactions and Area-Screening Canada Program; food facilities; living accommodation charges; parking charges — departments, agencies and Crown corporations submissions, grievances, survey of core area parking.

Risk Management
TB-120
Description: Information on the identification of risk, its reduction to a minimum prior to an undertaking, containment of the effect during or following a harmful or damaging incident, and any resulting compensation or restoration. *Topics:* Compensation; restoration; underwriting.

Relocation
TB-140
Description: Information on the relocation of employees, its cost to the public, and employer practices. *Topics:* Appointees; disposal and acquisition of accommodation; family separation and house-hunting trips; incidental expenses; shipment of effects; special applications — National Defence, Royal Canadian Mounted Police; special situations.

Services
TB-141
Description: Information on government policies for the cost-efficient delivery of services in support of the programs of departments or agencies. *Topics:* Bid depositories; charitable campaigns; government vessels — aircraft operations and support, naval architectural and engineering support, Privy Council Office Task Force on Integration, sea and air operations; hospitality — gifts and mementos; metric screening services; taxis; temporary help services.

Travel
TB-150
Description: Information on Public Service employees and other persons travelling on government business; also transportation and accommodation standards, allowances, rates and conditions of payment and reimbursement. *Topics:* Accommodation; commercial transportation — commercial air; employee-driven vehicles — privately owned vehicles; exceptions to the policy; meals and incidentals; National Joint Council Committee; special travel situations; travel agencies.

Federal Government Accommodation
TB-160
Description: Information on the design and construction of federal accommodation. *Topics:* Office accommodation — accommodation program of Public Works, departments, agencies and Crown corporations; Functional Space Standards Study; utilization reports; provision of accommodation and services.

Olympics
TB-170
Description: Information on the Olympic Corporation; revenue-generating programs; federal involvement. *Topics:* Accommodation; activities; acts and legislation; briefing notes for Ministers; coins; committees; departments; agencies and Crown corporations; facilities; host broadcaster; Loto Canada; Olympic Lottery; operation of the Games; other games; other governments; quarterly reports; security; stamps.

Major Crown Projects
TB-180
Description: Information on the planning, budgeting and execution of major Crown projects. *Topics:* Information on facilities and equipment projects with an estimated cost of at least $100 million of public funds or projects of lesser value but of special significance.

Incentive Awards
TB-190
Description: Information on persons employed in the Public Service who may be awarded for the outstanding performance of their duties, for other meritorious achievement in relation to those duties, and for inventions or practical suggestions for improvements. *Topics:* Long Service Award; Merit Award; Outstanding Achievement Award; Reporting; Resource Management Award; Senior Officer Retirement Certificate; Suggestion Award — Cash Awards, Liaison, Departments, Agencies and Crown Corporations.

Policy Development and Revision Division

This Division is responsible for all administrative policy development and revision in the areas of real property and accommodation, material, services, information management, communications and the Federal Identity Program. Officers of the Division also draft regulations, directives and guidelines for the use of government institutions and assist government institutions generally in organizing themselves for implementation of the *Access to Information* and *Privacy Acts*.

Policy Implementation and Review Division

This Division is responsible for the provision of advice on the implementation of administrative policies and review of Treasury Board submissions in the areas of materiel, services, information, real property and accommodation. It is also responsible for the Procurement Secretariat, which identifies departmental acquisition proposals for special procurement reviews, and for the monitoring of departmental implementation of administrative policies and matters relating to access to information and privacy.

Planning and Evaluation Division

This Division is responsible for communicating administrative policy through the Administrative Policy Manual. It provides advice on policy implementation mechanisms, develops and co-ordinates the Branch's management information systems, and provides planning and analytical support to the Branch. Policy evaluation is a primary function of this Division, as is the Technical Advisory Group, which assists departments and agencies in carrying out socioeconomic impact studies on all new major government regulations in the areas of health, safety and fairness.

Classes of Records

Information Policy
TB-200
Description: Information on access to information and privacy, legal interpretations, liaison with other countries, libraries and service to the public.

Policy Development
TB-210
Description: Information on the development and revision of government policy on public access to government records and personal information. *Topics:* Exemptions and exclusions; collection, retention and disposal; use; disclosure; data sharing; social insurance numbers.

Acts and Regulations of Canada
TB-220
Description: Information on acts, bills, regulations and related drafts, amendments and correspondence on access to information and privacy in Canada.

Committees
TB-230
Description: Information on ad hoc committees; advisory committees, advisory councils, etc., on access to information and privacy, and information policy. *Topics:* Computer communications; information systems; technological change; records; EDP training and development; federal micrographics; justice and legal affairs; telecommunications and text processing.

Controls on Government Information Collection
TB-240
Description: Information on the development and revision of government policy concerning the controls on government information collection. *Topics:* Statistical standards and review; paperburden controls.

Emergency Planning
TB-250
Description: Information on the development and revision of government policy on emergency planning. *Topics:* Interdepartmental Committee on Emergency Planning (ICEP); Interdepartmental Exercise Control Committee (IECC).

Implementation of the Access to Information and Privacy Acts
TB-260
Description: Information on preparations by government institutions for fulfilling the requirements of the *Access to Information* and *Privacy Acts*, and on their experience in implementing the legislation. *Topics:* Meetings; briefings; workshops; projects; inquiries; contributions to the inventory of government information; quarterly reports.

Information Systems and Technology
TB-270
Description: Information on the development and revision of government policy for information systems and technology. *Topics:* Micrographics; telecommunications; automated office technology; electronic data processing; forms management; mail and messenger services; records management.

Inventory of Government Information
TB-280
Description: Information on the development of government policy and procedures for the preparation of a central inventory of government information to facilitate the production of the Access Register, Privacy Index, Bulletins, and in general to assist in the implementation of government information policies.

Security
TB-290
Description: Information on the development and revision of government policy on security. *Topics:* Acts, bills, regulations and related drafts; amendments; correspondence; committees.

Office of the Co-ordinator, Regulatory Reform

This Office was established to advise the President of the Treasury Board of Canada on regulatory reform matters and to assist in the administration and co-ordination of the government's regulatory reform program, approved by Cabinet in October 1980. The reform program focuses on three areas: legislative review and housecleaning; reform of regulatory processes; and deregulation of selected industries or activities.

Classes of Records

Office of the Co-ordinator, Regulatory Reform
TB-300
Description: General information on the Office. *Topics:* Conferences; Departmental Inventory of Reform Activities, 1980; General Agreement on Technical Barriers to Trade (GATT); involvement of the Office of the Comptroller General in regulatory reform; press clippings; quarterly bulletins; Question Period; Royal Commission on Financial Accountability (Lambert Commission); Telex files; overall work program on regulatory reform.

Agency Review
TB-310
Description: Information on the reform proposals and recommendations to Cabinet by the Privy Council Office Review Group on Regulatory Reform of Crown Agencies. *Topics:* Powers, control, accountability, regulatory procedures and appointment processes of Crown agencies, including regulatory commissions, administrative and appeal tribunals.

Assessment of Regulatory Initiatives
TB-320
Description: Information on prior assessment of new regulatory initiatives, including the existing Socio-Economic Impact Analysis (SEIA) program administered by the Treasury Board of Canada Secretariat; also examination of reform proposals and recommendations on the institution of a Regulatory Impact Analysis System (RIAS) for proposed regulatory initiatives.

Committees
TB-330
Description: Information on the involvement of the Office with various committees. *Topics:* Interdepartmental Committee on Regulation; Peterson Committee (Special House Committee on Regulatory Reform); Project Advisory Committee; Secretary's Executive Committee; Standing Joint Committee on Statutory Instruments; and Treasury Board Senior Advisory Committee (TBSAC).

Consensus Process and Voluntary Standards
TB-340
Description: Information on the promotion of greater reliance by federal regulators on the consensus process, such as that offered by standards writing bodies accredited under the National Standards System of Canada, for the development of technical specifications to be included in regulatory legislation, as well as greater reliance on voluntary standards as an alternative to mandatory regulations.

Consultation Process
TB-350
Description: Information on the improvement of private sector consultation on regulatory matters, including departmental reviews and proposals for improved consultative techniques and extended consultation.

Deregulation
TB-360
Description: Information on assessment of and possible recommendations by responsible Ministers to Cabinet on the deregulation of selected industries or activities.

Liaison
TB-370
Description: Information on exchanges concerning regulatory reform initiatives with the private sector, foreign jurisdictions and the provinces.

Legislative Review and Housecleaning
TB-380
Description: Information on an immediate review by federal departments of regulatory legislation to identify and eliminate obsolete, duplicative or contradictory provisions; also development of recommendations to Cabinet on the proposed Omnibus Repeal Bill.

Parliamentary Review
TB-390
Description: Information on the review and assessment of reform proposals concerning parliamentary involvement in the regulatory process.

Records Retention
TB-400
Description: Information on the co-ordination and implementation of the Cabinet decision on the deregulation of federal legislative requirements for the private sector to maintain records; also development of recommendations to Cabinet on the proposed Records Retention Omnibus Amendment Bill.

Regulatory Agenda
TB-410
Description: Information on the assessment of reform proposals and development of recommendations to Cabinet on the publication by federal regulating departments and agencies of a Regulatory Agenda giving advance notice of upcoming regulatory initiatives.

Service to the Public
TB-420
Description: Information on the participation by the Office in the federal Task Force on Service to the Public under the direction of Supply and Services Canada; also federal initiatives on the reduction of paperburden.

Speeches on Regulatory Reform
TB-430
Description: Information on speeches by the President of the Treasury Board or officials in the Office.

Official Languages Branch

The role of the Branch is to develop and communicate government policies and programs for the application of the *Official Languages Act* within departments and agencies of the Government of Canada, as well as judicial, quasi-judicial or administrative bodies or Crown corporations, and to monitor, audit and evaluate their implementation and effectiveness.

In accordance with the revised policies on official languages in the Public Service issued in September 1977, the Official Languages Branch is responsible for producing general guidelines and criteria to provide overall direction to departments and agencies; providing technical and specialized assistance as required; reviewing the annual plans and reports of departments for their official languages program and recommending appropriate action; auditing and evaluating departmental official languages activities; monitoring the overall progress of the Public Service towards the achievement of official languages objectives; managing the Official Languages Information System (OLIS); consulting employee representatives through the Official Languages Committee of the National Joint Council; and preparing an annual report to the government on the status and evaluation of official languages policies and programs in the Public Service.

The Branch is also responsible for informing federal employees and other interested publics on the *Official Languages Act* and the government's official languages policies and programs.

To carry out its mandate, the Official Languages Branch is divided into a Secretariat and three divisions: Operations, Policy, and Evaluation and Audit.

Secretariat

The Secretariat provides controls, co-ordination and support services to organizational elements of the Branch in the areas of manpower and financial resources; processes departmental submissions; develops and publishes the Branch Operations Manual; and monitors the service-wide costs of official languages programs.

The Secretariat also has a documentation and reference centre to provide a quick, up-to-date information service to the Branch, departments, agencies and corporations as well as to the general public on matters related to the *Official Languages Act* and government policies and programs on official languages.

Operations Division

The Operations Division advises departments and agencies on the implementation of official languages programs, which includes the

preparation of annual plans and progress reports. It also analyzes these and other submissions to the Treasury Board of Canada Secretariat from departments, and on the basis of its analysis recommends acceptance, modification or rejection of the submissions. The Division participates in policy analysis and interpretation, particularly from the perspective of program operations in departments. It is divided into three groups; each is responsible for a specific number of departments, agencies and corporations.

Policy Division

The Division is responsible for the formulation and systematic interpretation of the government's official language policies; the analysis of major issues arising as a result of the application of these policies in various departments; the formulation of proposed policy amendments or revisions; and the preparation of major reviews and assessments of the impact of these policies, which includes an annual report to Cabinet. These functions also include participation in the analysis of annual departmental plans to determine their consistency with current policies.

The Division undertakes extensive liaison with other Branches and central agencies to ensure the co-ordination of the official languages policies with other related personnel or language policies. It is divided into two groups: Policy Interpretation and Adjustment, and Policy Analysis.

Evaluation and Audit Division

This Division defines appropriate indicators of program performance; analyzes data collected through the Official Languages Information System, other reporting media, analysts and audit team observations; conducts special studies; and examines trends and program effectiveness. The audit function consists of monitoring the information system data and ensuring compliance with policies through on-site audits in various departments and agencies; corrective measures are recommended where necessary.

The Division also plans and establishes the systems and procedures required to give effect to government policies and to evaluate their implementation effectiveness. It is divided into three groups: Evaluation and Special Studies, Audit, and Procedures.

Manuals

- Official Languages Branch Manual
- Official Languages Administrative System Manual (OLAS), Vols. 2 and 3
- Treasury Board Circulars Relating to Official Languages, Vols. 1 and 2
- Official Languages Distribution Lists Manual
- Audit Guide on Official Languages

Classes of Records

Official Languages
TB-440
Description: General information on official languages policy. *Topics:* Definitions of terms; inquiries; use of official languages; Cabinet memoranda; statements by Prime Ministers; statistics; mobility studies; Bureau of Management Consulting (BMC) studies; service to the public; official languages minorities; Canadian unity; Lambert Commission; anglophone participation.

Analysis and Evaluation
TB-450
Description: Information on statistics for Management Committee; information to Ministers; mobility; Senior Management (SM) category.

Audit and Control
TB-460
Description: Information on the Bilingualism Bonus; departmental audit systems; functional guidance to departments; performance measurement; work instruments; audit of Vote 15; departmental plans; implementation of official languages policies in the EDP field; Co-ordinating Committee on Evaluation; language of work.

Bicultural Development Program
TB-470
Description: Information on the Temporary Assignment Program; exchange program; Quebec City.

Bilingual Districts
TB-480
Description: Information on proposals to establish bilingual districts and the bilingual districts task force.

Commissioner of Official Languages
TB-490
Description: Information on division of responsibilities; procurement of documents; complaints — reports; departmental studies and reports.

Committees and Councils
TB-500
Description: Information on official languages policies and programs, and consultations with unions on these policies and programs. *Topics:* National Joint Council.

Crown Corporations
TB-510
Description: Information on the implementation of the government's official languages objectives in Crown corporations. *Topics:* Information programs; applications of official languages policies and programs; classification; inquiries; Province of Quebec; reports; Privatization Unit.

Departmental Budgets for Offical Languages Programs
TB-520
Description: Information on departmental budgets, evaluation, progress reports, statistics.

Departmental Official Languages Programs
TB-530
Description: Information on departmental programs. *Topics:* Evaluation; performance indicators; lists of organizations; departmental action plans on evaluation; senior personnel authority.

Departmental Official Languages Structures
TB-540
Description: Information on departmental organization structures. *Topics:* Lists of bilingual advisors; language requirements co-ordinators; roles and responsibilities in Official Languages Program — Bureau of Management Consulting Study (BMCS).

Federal Identity Program
TB-550
Description: Information on the use of both official languages, in a bilingual format, in all applications of the federal signature. *Topics:* Manuals; expositions; Treasury Board Advisory Committee.

French Language Units
TB-560
Description: Information on the establishment of French Language Units in government departments. *Topics:* Evaluation; information programs; amendment lists; inquiries; establishment procedures; cahier.

Information Programs
TB-570
Description: Information on the development, implementation and coordination of information programs designed to ensure support, understanding and acceptance of the *Official Languages Act* and the government's official languages policies and programs. *Topics:* Departments and agencies; Information and Documentation Centre; manuals; organizations; press clippings; Task Force on Training and Information Needs.

Language Requirements of Positions
TB-580
Description: Information on the provision of service to the public in the two official languages and their use for the operations of the Public Service. *Topics:* Identification and designation plan; new organizations and reorganizations; review; rotational employees.

Language of Work Program
TB-590
Description: Information on the language of work in the federal Public Service. *Topics:* Evaluation; information programs; air-ground communications (Bilcom Project); telephone survey — administrative trainee.

National Capital Region
TB-600
Description: Information on the use of official languages in the National Capital Region. *Topics:* Fullerton's Study; Interdepartmental Committee on Federal Governmental Development in the National Capital Region.

Non-Federal Government Language Programs and Policies
TB-610
Description: Information on official languages initiatives outside the government sector. *Topics:* Bill 22; Gendron Commission; Carleton University research on English and French relations; Federal-Provincial Program for Bilingualism in Education; Quebec's White Paper.

Official Languages Act
TB-620
Description: Information on the various aspects of the Act. *Topics:* Information programs; constitutionality; exemptions; implementation; consultations with provinces; working group; New Brunswick.

Official Languages Administrative System (OLAS)
TB-630
Description: General information on the Official Languages Administrative System (OLAS). *Topics:* Program development, implementation, manuals; relations with departments; training; task force.

Official Languages Information System (OLIS)
TB-640
Description: Information on the provision of accurate, timely and reliable information to support the government, central agencies and departments in the implementation and control of the Official Languages Program in the Public Service. *Topics:* Language Training Module; OLIS on-line study — task force; reports — regular, special. Storage Media: Microfiche, EDP.

Participation of Francophone Program
TB-650
Description: Information on the participation of francophones in the Public Service. *Topics:* Program development; evaluation; information programs; task force; Centre of Excellence.

Pay Supplement
TB-660
Description: Information on the Bilingualism Bonus. *Topics:* Inquiries; reports; Language Complexity Recognition Project; Crown corporations; consultations with unions; implementation of the cancellation of the Bilingualism Bonus.

Recruitment of Francophones
TB-670
Description: General information on the recruitment of francophones. *Topics:* Statistics; university graduates.

Training
TB-680
Description: Information on language training in the Public Service and the programs undertaken to help public servants acquire second language skills. *Topics:* Departmental programs; extension; Language Bureau; non-federal government; testing; Staff Development and Training Branch courses.

Units Working in French (UWF)
TB-690
Description: Information on the UWF Program. *Topics:* Program development; information programs; identification proposals.

Work Instruments
TB-700
Description: Information on categories of documents that must be available in the two official languages. *Topics:* Interpretation facilities; keyboards; labelling; language in computers; publications and printing; telephone directives and techniques; terminology; translation.

Personnel Policy Branch

The role of this Branch is to develop, communicate and provide for the implementation and evaluation of the personnel policies, systems and methods necessary to ensure that the human resources needed to carry out government programs effectively are determined, obtained at competitive cost, managed and developed efficiently. The interests and the individual and collective rights of employees are duly taken into account.

The Branch's specific areas of responsibility include general personnel management; organization and classification; and human resources.

Manuals

- Personnel Policy Manual
- Functions and Responsibilities of the Treasury Board Secretariat
- Handbook of Departmental and Agency Management Authorities
- Supply and Services Authorities
- Personnel Policy Procedures

Classes of Records

Personnel Policy
TB-710
Description: General information on personnel policy. *Topics:* Circular letters; Federal Court decisions; Royal Commission on Financial Management and Accountability (Lambert Report).

Acts and Regulations
TB-720
Description: General information on acts and regulations concerning personnel policy.

Committees
TB-730
Description: General information on committees and Cabinet. *Topics:* Advisory Council on Personnel Policy; economic policy; external policy and defence; government operations; Joint Parliamentary Committee on the Capital; labour relations; miscellaneous estimates; priorities and planning; public accounts; science, culture and information; security and intelligence; social policy.

Conferences, Meetings, Seminars
TB-740
Description: General information on conferences, meetings and personnel seminars. *Topics:* Directors of Personnel; executive seminars; federal-provincial conferences; industrial relations seminars; Séminaire d'été Canada Outre-Mer (SECOM).

Personnel Management
TB-750
Description: Information on the monitoring, audit and evaluation of personnel policies and practices and the accounting for personnel management.

Treasury Board Submissions
TB-760
Description: Departmental submissions to the Treasury Board of Canada Secretariat. *Topics:* Procedures; analysis; general statistical indicators; outstanding submissions and unreported decisions; screening; status reports; synopsis; Treasury Board of Canada Secretariat meetings.

Human Resources Division

The Division is responsible for the development and implementation of personnel policies and activities to ensure that the Public Service is as representative of the Canadian population as possible and that women, indigenous people, the handicapped and other designated groups have equality of access to jobs and opportunity for advancement in the federal Public Service. The Division also supports the principle of daycare services for children of public servants. It develops and evaluates affirmative action techniques and models and advises departments on their application. It also acts as consultant to departments on the training, development, monitoring and evaluation of quality of worklife projects, and ensures the human element is considered as new technologies and productivity improvements are introduced. The Division develops human resource planning policy to help government acquire and maintain a productive workforce. The Division ensures the development of training policies needed to develop human resources.

Classes of Records

Affirmative Action
TB-770
Description: Information on programs aimed at the improvement of the representation and distribution of women, indigenous people and the handicapped within the Public Service.

Daycare Services
TB-780
Description: Information on the review of departmental submissions for the establishment of daycare centres for the children of public servants at their place of work and monitoring the implementation of these projects.

Equal Opportunities for Women
TB-790
Description: Information on initiatives for the increased participation of women in the Public Service. *Topics:* Committees; implementation.

Increased Participation of Indigenous People
TB-800
Description: Information on the increased participation of Indian, Métis, non-status Indian and Inuit people in the Public Service of Canada. *Topics:* Committees; Northern Careers Program.

Increased Participation of the Physically and Mentally Handicapped
TB-810
Description: Information on the increased participation of handicapped workers in the federal Public Service. *Topics:* Consultations.

Quality of Worklife
TB-820
Description: Information on the improvement of human conditions at work, the increase of job satisfaction, the improvement of quality and increase of quantity of output and services, and the development of more effective organizational structures within the Public Service. *Topics:* Quality of Worklife Committee; conferences and seminars; consultants; consultations.

Human Resource Planning
TB-821
Description: Information on human resource planning and related policies. *Topics:* Planning; employee performance appraisals; foreign countries; management category — resourcing strategy; post control.

Training Policy
TB-822
Description: Information on training, policies, standards, programs, audit and evaluation. *Topics:* Training; committees and councils; courses and programs — categories and groups, departmental, educational institutions, evaluation and research, Public Service Commission, committees, reviews; educational leave; needs identification and evaluation; orientation of employees; Qualification Improvement Program.

General Personnel Management Division

The Division develops and advises departments on policies and programs in the areas of human resource planning and training; pensions, benefits and universally applied allowances; compensation and working conditions for excluded groups; and occupational health and safety. It provides co-ordination and advisory services to the Branch in such areas as legislation, authorities, procedures and the submission process, in addition to administering the Branch's Personnel Management System.

Manuals

- Personnel Legislative Supplement
- Personnel Policy Procedures Manual
- Foreign Services Directives
- Handbook on Occupational Health and Safety
- Data Element Dictionary
- Personnel Management Manual

Classes of Records

Foreign Service
TB-830
Description: Information on emoluments and special working conditions provided for personnel serving outside Canada. *Topics:* Committees — Interdepartmental Committee on External Relations (ICER); Commonwealth Secretariat; directives — committees, Heads of Posts directives, individual, deletions, Official Hospitality directives, posts, indices, revisions; Indo-China Regulations; locally engaged staff; military; non-rotational assignments; locally engaged staff; military; non-rotational assignments; outside practices.

Isolated Posts Directive

TB-840

Description: Information on allowances and other benefits to facilitate the recruitment, retention and deployment of qualified personnel at isolated locations without conflicting with local, social and economic conditions of the communities concerned; also, minutes on related committee meetings.

Occupational Health and Safety

TB-850

Description: Information on the development, establishment, publication and application of occupational health and safety policies, standards and procedures; and the evaluation, maintenance and operation of the Public Service occupational health, safety and employee assistance programs. *Topics:* Campaigns; committees; conferences and meetings; departmental programs; employee assistance programs; first aid; guides, procedures, standards; health evaluations; health units; investigations, studies, surveys, audits; publications; reports and statistics; training; use and occupancy of buildings.

Personnel Management

TB-860

Description: Information on the Personnel Management Manual, a guide on general policies and requirements in personnel management. *Topics:* Personnel Management Manual (PMM); awards and inventions; classification; compensation — benefits, part-time, seasonal, term employment, pay, pay plans, rates, time off; compensation plans for unrepresented employees; compensation for service outside Canada; conduct, contents and introduction; human resources — education, training and development, programs, use, employment; occupational health and safety; pensions and insurance — health insurance, income protection, *Public Service Superannuation Act*, pensionable service, retirement; Personnel Legislation Supplement (PLS); personnel management; Personnel Management Information System (PMIS); security of information; staff relations — collective agreements.

Human Resources

TB-870

Description: Information on the development, implementation, maintenance and evaluation of policies, programs and procedures for the accurate determination, allocation, development and efficient use of Public Service employees. *Topics:* Committees; communication of policies and procedures; decentralization in the Public Service; employment and staffing — indeterminate part-time, native, committees, Northern Careers Program, Summer Student Program, temporary services; incentive programs — Public Servants' Inventions Committee; Management by Objectives (MBO); Planning — Career Assignment Program (CAP), committees, employee performance appraisal, Executive Category resourcing strategy, foreign countries; retirement, early retirement; reviews — Executive Category, Information Services Group; Information Services Group — associations, conferences and seminars, career development, committees, Donoghue Study, evaluation, inventories; reviews — Personnel Administration Group; separations — redundancy, National Joint Council on Work Force Reduction; Status of Women — child-care services, Equal Opportunities, committees, implementation; training — courses and programs, departmental, educational institutions, foreign countries, occupational categories and groups, Executive Category, Information Services Group, Public Service Commission of Canada, Career Assignment Program (CAP), research and evaluation, reviews, educational leave, needs identification and evaluation, orientation of employees; Office Communications System — Users' Group; innovative management practices.

Pensions and Insurance

TB-880

Description: General information on pensions and insurance. *Topics:* Employee benefit surveys; employer expenditures; liability and compensation; planning and counselling; Program Forecast and Estimates; Workers' Compensation — *Government Employees Compensation Act*.

Insurance

TB-890

Description: Information on benefit programs for employees of the federal government. *Topics:* Blue Cross; dental care; federal employees; disability insurance; enrolment and participation; financial information; Royal Canadian Mounted Police; Group Surgical Medical Insurance Plan (GSMIP); benefits; committees; coverage; financial information; Hospital Insurance (Outside Canada) Plan and Payments; Locally Engaged Employees' Health Insurance, in the United States; National Joint Council Standing Committee on Health Insurance Programs; Public Service Health Insurance Regulations; provincial health insurance cost sharing; Public Service Management Insurance Plan — benefits, Board of Trustees, eligibility, financial information; Servicemen's Income Security Plan (SISP); sick leave; hospital insurance and diagnostic services, committees, provinces and territories; medical care — provinces and territories; Pharmacare; Unemployment Insurance — committees, coverage, financial information; Insurance — federal employees — maternity allowances.

Pensions

TB-900

Description: Information on pension schemes that the Government of Canada provides, administers and contributes to on behalf of persons in the federal Public Service, employees engaged locally at Canadian foreign posts and international fisheries commissions of which Canada is a member; also general information on pension matters and social security benefits. *Topics:* Agencies and corporations; pensions — Canada Pension Plan, committees, *Canadian Armed Forces Superannuation Act*, Canadian Government Annuities, *Diplomatic Service Superannuation Act*, foreign countries, *Governor General's Retiring Annuities Act*, international fisheries, *Judges Act*, *Lieutenant Governors' Superannuation Act*, locally engaged employees contributory pension plans, locally engaged employees social security, Locally Engaged Employees (non-contributory) Pension Regulations, *Members of Parliament and Senators Retiring Allowances Act*, *Pension Benefits Standard Act*, provincial pensions; *Public Service Superannuation Act*, agencies and corporations, contributory status, elective service, financial information, Newfoundland employees, Pilotage Authorities, *Public Service Pension Adjustment Act* 1959; Reciprocal Transfer Agreements — cities, Crown corporations, hospitals, provinces, universities, retirement benefits, Supplementary Death Benefits, Indian Bands.

Conditions and Benefits of Work

TB-910

Description: General information on the different conditions and benefits of work which apply in the federal Public Service. *Topics:* Adaptable work patterns — compressed work week, departmental programs, evaluation, flexible working hours; Canada Labour Standards Code; hours of work — overtime; leave; continuity of employment, severance pay, special leave, vacation, leave without pay; surveys; time off; holidays; transfer from federal to private or provincial jurisdiction; commuting assistance; dual employment in public service.

Pay

TB-920

Description: General information on the pay system in the federal Public Service. *Topics:* Wage theory; pay principles, policies and practices; pay administration; salary and wage determination; classification and pay; factors affecting pay determination; wage and salary

surveys; wage and salary administration; control and comparison of salary levels; negotiations with Great Lakes pilots; inquiries; Central Administration; pay policy; pay plans; student-hiring programs; effective dates of pay revision; Scientific Research Group; scientific research groups — departments; Special Assignment Pay Plan (SAPP); Management Category compensation in the Public Service; exempt and excluded classes — administration; Ministers' exempt staff; fees; premium pay for duties performed; pay for time not worked.

Work Environment Design
TB-930
Description: Information on the review of current policies affecting the design of work environments and possible recommendations for changes to ensure that human needs are given proper consideration in the establishment of such policies and related standards, procedures and practices.

Personnel Management Information System (PMIS)
TB-931
Description: The PMIS is to provide employer/management with personnel management statistical data in support of Treasury Board's role in collective bargaining with the Public Service. *Topics:* Personnel Management Information System; Central Personnel Records System; committees; Entitlements and Deductions System; leave and extra duty; Managerial and Confidential Exclusions System; Offical Languages Administrative System; Official Languages Information System; Position Information System; Senior Executive and Equivalent Information System; Senior Personnel Information System; Training and Development Information System.

Population Affiliation System
TB-932
Description: The purpose of the Population Affiliation System is to provide to central agencies and departments a standard source of data on the diverse populations of the Public Service and their particular affiliations. *Topics:* This class contains information on departments, agencies, Crown corporations and other Government of Canada entities relating to their affiliation to the major acts governing personnel administration/management in the Public Service and to their affiliation to various personnel data systems set up to support this legislation and administration.

Organization and Classification Division

The Division is responsible for providing advice on organizational issues of concern to the Treasury Board; managing the Executive Complement and SM and equivalent (Senior Management Group Complement) control programs; managing the Temporary Assignment Program (TAP); reviewing, developing and maintaining classification policies and procedures; co-ordinating training programs in the areas of classification and staff relations; processing of complaints filed under the equal pay provisions (Section 11) of the *Canadian Human Rights Act;* recommending policies on and implementing the personnel management information and pay systems;, and co-ordinating pay administration in the Public Service.

Manuals

- Pay Administration Manual
- Data Element Dictionary
- Lexicon of Terms and Definitions Relating to Personnel

Classes of Records

Classification
TB-940
Description: Information on the development and maintenance of classification systems and standards for the occupational groups into which the Public Service is divided; and the process by which a job is allocated to an occupational category and group and, through job evaluation, to a level within the group. *Topics:* Committees; senior staff meetings; public relations; goals and projects; Language Complexity Recognition Project; audit; classification review; manpower development and training; classification operations; conversion; classification standards; classification and selection standards — integration; policy planning and research; delegation; human rights — complaints, classification grievances.

Organization
TB-950
Description: Information on organizational issues of concern to the Treasury Board, the management of the Executive Complement and SM and equivalent (Senior Management Group Complement) control programs, and the management of the Temporary Assignment Program. *Topics:* Committees; decentralization; departments and agencies; Higher Salaried Personnel Freeze (30K Freeze); planning and evaluation groups; executive and equivalent positions; studies and surveys; Temporary Assignment Program (TAP).

Pay Administration
TB-960
Description: Information on the clarification of the overall responsibility for pay administration, the restatement of areas of departmental and central agency responsibility, and the identification of proposed changes in processes and activities. *Topics:* Pay administration co-ordination; pay policy interpretation.

Personnel Data System
TB-970
Description: Information program to assist users of data obtained from the central agency information systems. *Topics:* Committees; Data Element Dictionary; Kerr-Dawson Report; Personnel Applications Centre (PAC); Personnel Management Information Systems (PMIS).

Staff Relations Branch

The Branch is responsible for conducting labour negotiations on the Employer's behalf in the federal Public Service as described in Schedule I, Part I, *Public Service Staff Relations Act* (PSSRA); and, in the process, for carrying out consultations with unions at the national level and in the National Joint Council; and for engaging in effective two-way communication with departmental management. The Branch conducts, administers and advises on collective bargaining, negotiations, consultations, exclusions, designations, grievances and adjudication, certification, and employee-employer relations training. It is also responsible for compensation analysis for groups subject to collective bargaining, compensation determination for the Canadian Forces and the RCMP, and the conduct of various research, analytical and statistical services for the Personnel Policy Branch (PPB).

Manuals

- Grievance and Adjudication Index
- Negotiations and Settlement Report

Classes of Records

Staff Relations
TB-980
Description: General information on staff relations. *Topics:* Background Paper on Staff Relations; consultations on policy proposals of other divisions; employee associations; inquiries; Labour Agreement Data Bank (McGill University); use of employer premises by employee organizations; Bilingualism Bonus; conferences and seminars; monthly meetings with departments; reports; Labour Canada briefing notes and memoranda to Cabinet.

Adjudication
TB-990
Description: Information on the act or process of grievance adjudication. *Topics:* Reference to Chief Adjudicator under Section 98 of the *Public Service Staff Relations Act*. *Retrievability:* Files arranged by category, group, individual, association and union.

Certification
TB-1000
Description: Information on the exclusion of persons from bargaining units because of duties and responsibilities that require them to represent the interest of the employer; also the application for certification and certification proceedings. *Topics:* Establishment of bargaining units; managerial and confidential exclusions — reports and statistics; safety and security designations.

Committees and Councils
TB-1010
Description: Agenda, notices of meetings, memberships, etc., of committees and councils. *Topics:* National Joint Council — Standing Committees.

Complaints
TB-1020
Description: Information on the regulations and rules of procedures of the Public Service Staff Relations Board and their application to complaints; excludes complaints on pay implementation. *Retrievability:* Files are arranged by name of individual.

Discipline
TB-1030
Description: Information on the failure of an employee to maintain required standards of conduct and managerial response to employee misconduct; also, the procedures of the disciplinary process and the administration of discipline. *Topics:* Codes; discharges and suspensions.

Disputes and Strikes
TB-1040
Description: Information on the terms and conditions of employment for employees whose collective agreement has expired; also, strike activity and the Employer's response to such activity. *Topics:* Legal proceedings — Postal Operations Group; illegal proceedings — prosecution.

Grievances
TB-1050
Description: Information on complaints in writing presented in accordance with the *Public Service Staff Relations Act* by an employee on behalf of him or herself and/or one or more other employees of federal departments and agencies.

Labour-Management Relations
TB-1060
Description: Information on management-union seminars; Canada Labour Relations Council; Senior Interdepartmental Committee on Labour Relations; union-management joint consultation; issues bearing on the matter of the Post Office becoming a Crown corporation.

Negotiations
TB-1070
Description: Information on agreements made in writing entered into under the *Public Service Staff Relations Act* between the Treasury Board of Canada Secretariat on one hand and a bargaining agent on the other; includes any amendment to such agreements containing provisions on the terms and conditions of employment and related matters. *Topics:* Boards, committees, tribunals; categories and groups — Postal Operations Group, Interdepartmental Committee on the Implications of the Goldenberg Recommendations; collective agreements; cost-of-living allowances (COLA); outside collective bargaining; pay analysis; pay implementation; Pay Research Bureau; reports and statistics; studies and surveys; Public Sector Compensation Restraint — non-public funds, Canadian Forces.

Payroll Deductions
TB-1080
Description: Information on payroll deduction privileges for union or staff association dues that apply only to employees included in a bargaining unit for which a bargaining agent has been certified; also, general information on payroll deductions. *Topics:* Check-off of union dues — Public Service Alliance of Canada. *Retrievability:* Files are arranged by subject, credit union, association, department and agency.

Public Service Staff Relations Act
TB-1090
Description: Information on the *Staff Relations Act*, amendments, and related general information. *Topics:* Review — Finkelman Study.

Reference of Questions of Law or Jurisdiction
TB-1100
Description: Information on grievances that have been referred to adjudication. *Retrievability:* Files are arranged by category, group, association and union.

Separate Employers
TB-1110
Description: Information on separate employers as listed from time to time under Part II of Schedule I to the *Public Service Staff Relations Act*. *Topics:* Agencies; Auditor General; Social Sciences and Humanities Research Council; Canex; Communications Security Establishment; National Research Council; Public Service Staff Relations Board.

Statistics and Surveys
TB-1120
Description: Statistics, surveys and requests for information on personnel policy matters.

Systems Application and Evaluation
TB-1130
Description: Systems, their application and evaluation as they apply to personnel policy. *Topics:* Attendance, leave, Overtime Shiftwork System (ALOSS). *Storage Medium:* EDP system.

Training and Communications
TB-1140
Description: Information on training and communications in staff relations.

Program Branch

The Branch is responsible for the following functions:

- the provision of analyses and recommendations to the Treasury Board to assist it in decisions on departmental Multi-year Operational Plan proposals, the Estimates (both Main and Supplementary) and Treasury Board submissions; the records on submissions other than Operational Plans and Estimates are maintained by the Submission Control Unit;
- the provision of support to the President of the Treasury Board in his capacity as a member of all Cabinet committees in the form of information and advice on departmental submissions to Cabinet; and the operation of the decision-making and resource allocation system (the recording and reporting of the expenditure plans of the government, including the resource implications of all Cabinet decisions and the status of commitments on a multi-year basis);

- the production of multi-year forecasts of spending requirements and the reporting of these forecasts to the Priorities and Planning Committee as part of its review of fiscal plans;
- the development and maintenance of systems and the issue of the instructions and directives necessary to meet the above requirements.

To fulfil these responsibilities, Branch staff are required to maintain close working relationships with departmental managers and officials of the Department of Finance Canada and the secretariats supporting the several policy committees of Cabinet (the Privy Council Office and the Ministries of State for Social and Economic Development).

Manuals

- Program Forecast and Estimates Manual
- Submissions Manual — Policy and Expenditures Management System.

Classes of Records

Government of Canada
TB-1150
Description: Information on the general administration, organization and management of the Government of Canada. *Topics:* Governor General; House of Commons; Library of Parliament; Prime Minister's Office; Privy Council — administration, organization and management, Cabinet decisions, Cabinet Committee operations, Scientific Secretariat; Royal Commissions; Senate.

Government Policy
TB-1160
Description: General information on certain policies of the Government of Canada. *Topics:* Administration, organization and management.

Planning
TB-1170
Description: Information on analysis by the former Planning and Evaluation Division of the economic content of Cabinet documents. *Topics:* Briefing material and recommendations for the President of the Treasury Board; liaison with universities and international bodies concerning government programs; speeches; evaluation of papers produced by universities; requests for publications on government studies; boards, committees, Royal Commissions; Cabinet legislation; interdepartmental committees.

Effectiveness Evaluation
TB-1180
Description: Information on economic analysis of major programs or policies to influence decisions on resource allocation by the former Planning and Evaluation Division; also, program forecast submissions and Treasury Board submissions; participation in interdepartmental task forces concerned with the evaluation of programs and policies; consultation and advice on program evaluation methodologies and their application within the Secretariat, other departments and occasionally, provincial governments and private institutions; and maintenance of effective liaison with departments and agencies, as well as with other branches of the Secretariat and the Office of the Comptroller General. *Topics:* Effectiveness Evaluation — "A" Base Review; Operations Canada Agency — Katimavik Program; agricultural studies; Canadian nuclear programs; resources; environmental quality; benefit-cost studies; Tax and Transfer Integration (TTI); industrial studies; information systems; labour market studies; program activity structure; regional development studies; housing studies; science studies; social program and evaluation studies; Social Security Review; airport studies; models, guides; project development; Short Take-Off and Landing (STOL); education; finance and loans studies; post-secondary education; regulatory activity studies; Auditor General of Canada; financial studies; general economic conditions; government operations studies; health studies; studies of the federal government as Employer; Real Property Acquisition Task Force; international development studies; research development studies; transportation studies; welfare studies; study on long-term education policy after 1974; pension policy; make or buy (contracting out).

Decentralization
TB-1190
Description: The study of the Task Force Team on decentralization: the implications of relocation and other decentralization projects. *Topics:* Departments and agencies, foreign governments; questionnaires.

Budget Co-ordination Divisions

The Budget Co-ordination Divisions include the Estimates, and Expenditure Analysis Divisions.

Estimates Division

This Division issues the manuals of instructions on the preparation of Multi-year Operational Plan submissions. It compiles central records for Estimates and Operational Plan submissions, Treasury Board Secretariat recommendations and decisions on those submissions. These central records form the main sources of information on government expenditures, commitments and plans. The Division also keeps the accounts for expenditure allotments and for centrally financed votes.

The Estimates Division has a major operational role in the technical production of Main and Supplementary Estimates, including advice to analysts in matters of vote wording, expenditure coding and allotment control. The Division is also responsible for scheduling, preparing and documenting the *Estimates* and *Appropriation Acts* and supporting the President at the tabling of these Acts and the associated press conferences.

Expenditure Analysis Division

The Division is responsible for the central expenditure control function that the Branch carries out on behalf of the government. Periodic detailed projections of government spending based on alternative economic and government policy scenarios are prepared in co-operation with the program divisions; analyses of historical and projected future spending patterns are then submitted for Cabinet consideration. Once the expenditure framework has been established, the Division is responsible for monitoring subsequent Treasury Board, Cabinet Committee and Cabinet decisions with expenditure implications, changes in the forecast requirements for statutory programs, and the effects of any special spending control initiatives such as expenditure reductions or directed lapses. The Division prepares weekly reports for the Treasury Board and the Policy Committees of Cabinet on the status of expenditure commitments within the approved framework and on expected total outlays for the current and future years. These records are maintained on an "envelope" basis (corresponding to particular policy sectors) as well as at the aggregate level. The above central expenditure control duties require a close working relationship with the Department of Finance Canada (particularly the Fiscal Policy Division), the Ministries of State for Economic and Regional Development, and Social Development, and the Secretariats of the Privy Council Office, which support the other Policy Committees.

The Division co-ordinates special Branch activities that cross program division lines, in particular, advice to the President and the Minister of Finance on expenditure issues relating to the annual Fiscal Planning exercise, which entails the collection, consolidation and analysis

of detailed information or recommendations from the Program Divisions, and the presentation of alternatives for consideration. The Division is also responsible for preparing all related Cabinet documents and the Federal Expenditure Plan booklet, which accompanies the tabling of Main Estimates.

The Division designs, develops, implements and operates EDP systems to management specifications based on the budgetary cycle of operational plan and estimates reviews and other controls or analytical requirements of the Branch.

Classes of Records

Budget Co-ordination
TB-1200
Description: Information on general Branch activities; current issues; the government's spending plans for Parliament (Estimates) and requests for funds and authorities (Supply Bill and Governor General's Warrants); also management of the government's Contingency Fund and other central systems. *Topics:* Auditor General's Reports; economic stimulation; Estimates; financial administration; Governor General's Warrants; Management Information System; capital expenditures; How Your Tax Dollar is Spent; manpower allocation and control; planning, programming and budgeting; Special "A" Base Review; Canadian Transport Commission; Transport Canada; program review.

Program Divisions

The Program Divisions are responsible for assessing the resource implications of departmental policies and programs and for providing advice on these subjects to the Secretary, the President and the Treasury Board.

The Divisions also communicate to departments the policies, directives and decisions emanating from the Treasury Board that affect the use and level of resources and monitor the implementation of the decisions as required. Interdepartmental consultation on policy and program proposals to avoid duplication of effort or conflicts in mandates is also initiated by these Divisions.

The specific responsibilities of the Program Divisions include

- analysis of the Multi-year Operational Plan Submissions from departments and agencies and the development of recommendations on the allocation of resources;
- analysis of and advice on departmental submissions to the Board, which include requests for additional financial or personnel resources, proposals for the classification of accounts, authority to levy fees, and approval of specific capital projects (records on these submissions are maintained by the Submission Control Unit);
- analysis of Cabinet documents, including the preparation of briefing material and recommendations for the President of the Treasury Board;
- participation in interdepartmental meetings on the development or implementation of government policies and programs;
- monitoring of the implementation of government policies and programs by departments;
- assessment of the efficiency of departmental programs and operations;
- co-ordination of resource proposals between departments and agencies as required to minimize duplication and to ensure, where possible, that appropriate interdepartmental consultation has taken place before proposals are placed before Ministers; and
- maintenance of liaison with the Privy Council Office, the Ministries of State for Social Development and for Economic and Regional Development, the Department of Finance, the Office of the Comptroller General and other agencies as well as other branches of the Secretariat in the discharge of their responsibilities.

Classes of Records

Departmental Programs and Activities
TB-1210
Description: Information organized by individual department and agency on the general administration of departments and agencies subject to the *Financial Administration Act;* financial management programs (which include records on estimates and budgets); programs and projects. *Topics:* Main Estimates; budgets; administration; departmental programs.

Crown Corporations Directorate

The Crown Corporations Directorate was created to act as the focal point within the Central Agencies for the government's relations with Crown corporations and as such is jointly managed by the Treasury Board Secretariat and the Department of Finance.

It was established through the integration of the resources responsible for Crown corporations activities in the Government Finance Division of the Department of Finance and the Crown Corporations Division of the Treasury Board Secretariat.

This new Directorate is a "common service unit" for both the Treasury Board Secretariat and the Department of Finance with regard to Crown corporations. It reports jointly to the Assistant Deputy Minister, Economic Programs and Government Finance Branch, and to the Deputy Secretary, Program Branch, Treasury Board Secretariat.

The Directorate has primary responsibility for advising the President and the Treasury Board on the financial requirements of Crown corporations and their subsidiaries and for the development of policy (and legislation) governing Crown corporations in general.

Specific responsibilities of the Division include

- the provision of advice and recommendations to the President and the Treasury Board on Estimates and other submissions to the Board on Crown corporations;
- the provision of advice and recommendations to the President and the Treasury Board on the Operating Budgets, Capital Budgets and Corporate Plans of Crown-owned corporations;
- the analysis of Cabinet documents on Crown corporations, including the preparation of briefing material and recommendations for the President of the Board;
- the development of policy (and, periodically, legislation) on matters of general applicability to Crown corporations, such as control by and accountability to government, as well as methods and frequency of reporting; and
- the undertaking of special projects from time to time at the direction of Cabinet or the Treasury Board, such as the valuation of designated Crown corporations or the acquisition and disposition of such corporations.

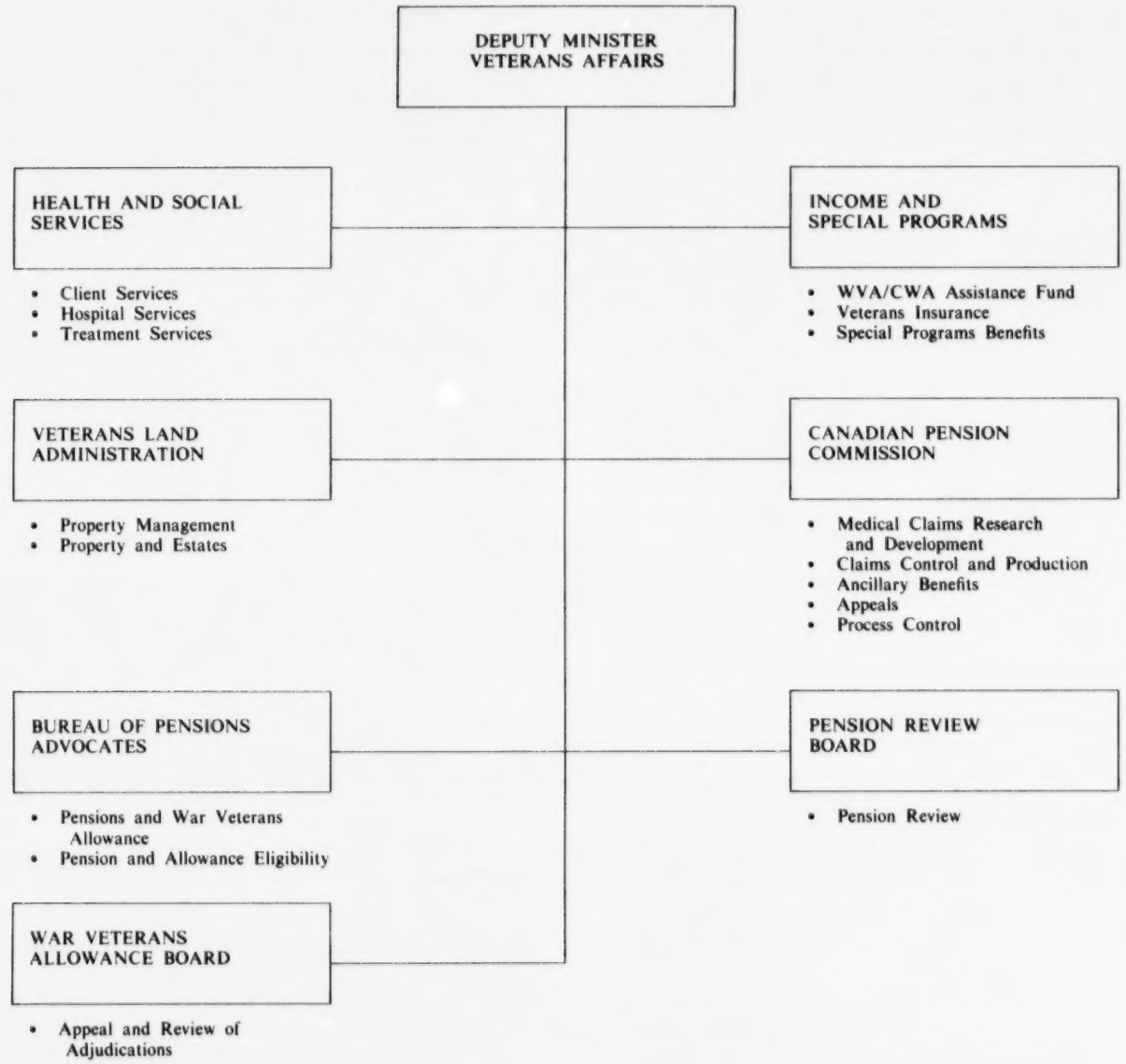
Classes of Records

Privatization
TB-1220
Description: Information on the privatization of Crown corporations. *Topics:* Administration; advisory board; Crown corporations to be privatized and authorities; financial advisors; minutes of meetings; progress reports; public reactions.

Interdepartmental Task Force on Crown Corporation Legislation
TB-1230
Description: Information on the ongoing analysis of Crown corporation corporate plans, capital and operating budgets, and the planning and implementation of new Crown corporation legislation. *Topics:* Interdepartmental Task Force on Crown Corporation Legislation — control, direction and accountability.

Crown Corporations, and Agencies
TB-1231
Description: Information on the general administration, organization, programs, projects and financial management (budgets, estimates, financing) of Crown corporations and agencies. *Topics:* Estimates; budgets; meetings; programs; administration.

Department of Veterans Affairs



ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
DEPARTMENT OF VETERANS AFFAIRS
P.O. BOX 7700
CHARLOTTETOWN, PRINCE EDWARD
ISLAND
C1A 8M9

Background

More than 600,000 Canadian men and women served in the First World War. Of these, 66,655 gave their lives and approximately 173,000 were wounded. In addition, 1,605 Newfoundlanders died in that war.

In the Second World War more than one million Canadians served their country. Of these, over 44,000 were killed and approximately 55,000 wounded. There were 722 fatalities from Newfoundland forces.

During the Korean Conflict, more than 26,000 Canadians served with the United Nations Peacekeeping Force: 516 died, 1,200 were wounded.

At the end of 1983, the Canadian veteran population was approximately 700,500.

Names of Canadians who were killed in these wars and also the Boer War are recorded in the Books of Remembrance. The original volumes, including the Newfoundland Book of Remembrance, are open to public view in the Peace Tower on Parliament Hill in Ottawa. Copies are retained in every province.

Overall Responsibilities

The Portfolio's mission is to manage special programs for veterans and other specified persons which will compensate for death and disabilities incurred in the service of Canada, or enable them to be self-sufficient and participative members of the community, and to otherwise perpetuate recognition of wartime sacrifice and its contribution to Canada.

The purpose of some of the original rehabilitation programs, such as Re-Establishment Credits, was successfully fulfilled and they were phased out. Portfolio responsibilities continue to include the administration of pensions and war veterans' allowances, medical treatment, counselling, advocacy, and educational assistance to children of the war dead, as well as commemoration of those who served their country during wartime.

Today, most veterans are approaching the end of their working life, and programs are being tailored to meet their needs as they approach old age.

Organization

The Veterans Affairs Portfolio consists of the Department of Veterans Affairs and four associated agencies namely, the Canadian Pension Commission, the Pension Review Board, the Bureau of Pensions Advocates, and the War Veterans Allowance Board, reporting to parliament through the Minister of Veterans Affairs.

The Department of Veterans Affairs was created by Act of parliament in 1944. Previously the care of veterans had been the responsibility of the Military Hospitals Commission, the Department of Soldiers Civil Re-Establishment (created during the First World War), and then by the Department of Pensions and National Health, established in 1928.

Towards the end of the Second World War the Department of Veterans Affairs was formed to oversee expanded rehabilitation programs.

The Canadian Pension Commission was formed in 1933 as the successor to the Board of Pension Commissioners that had been in operation since 1919.

The War Veterans Allowances Board was established in 1936, when it replaced the War Veterans Allowance Committee.

The Pension Review Board and the Bureau of Pensions Advocates were both created in 1971 as a result of amendments to the *Pension Act*.

Access Procedures

Requests for access to records under the *Accesss to Information Act* should be directed to:

Access to Information and Privacy Co-ordinator
Department of Veterans Affairs
P.O. Box 7700
Charlottetown, Prince Edward Island
C1A 8M9
Telephone: (902) 566-8567

Personal Information

For access to personal information under the *Privacy Act*, consult the Veterans Affairs section of the Privacy Index. Information concerning individuals is not included in the Veteran Affairs listing in this Register.

General Information

Queries for general information not asking for access to records should continue to be addressed to Public Affairs personnel at Headquarters and at regional offices throughout Canada. Contact may be made in person, by telephone, or by writing to the Public Affairs Directorate, Department of Veterans Affairs, at one of the following addresses:

Ottawa

284 Wellington Street
Ottawa, Ontario
K1A 0P4
Telephone: (613) 992-4234

Charlottetown

Daniel J. MacDonald Building
P.O. Box 7700
Charlottetown, Prince Edward Island
C1A 8M9
Telephone: (902) 566-8195

Dartmouth/Halifax

P.O. Box 1002
45 Alderney Drive
Dartmouth, Nova Scotia
B2Y 3Z7
Telephone: (902) 426-8936

Montreal

4545 Queen Mary Road
Montreal, Quebec
H3W 1W4
Telephone: (514) 344-4482

Toronto

4900 Yonge Street
5th Floor
Willowdale, Ontario
M2N 6B2
Telephone: (416) 224-3879

Winnipeg

610-330 Graham Avenue
Winnipeg, Manitoba
R3C 4C1
Telephone: (204) 949-4163

Vancouver

Alvin Building
1155 Robson Street
Vancouver, British Columbia
V6E 1B9
Telephone: (604) 544-1569

Major Publications

The following publications are available, free of charge, by writing to:

The Directorate of Public Affairs
Veterans Affairs Canada
284 Wellington Street
Ottawa, Ontario
K1A 0P4

- Annual Reports of the Department of Veterans Affairs, Pension Review Board, Canadian Pension Commission, War Veterans Allowance Board, and Bureau of Pensions Advocates
- Pensions for Disability and Death Related to Military Service (Bilingual booklet)
- War Veterans Allowance and Civilian War Allowances (Bilingual booklet)
- Funerals — Burials — Headstones — Assistance Available to Veterans' Dependants (Bilingual leaflet)
- Benefits to Canadian Veterans Residing Outside Canada (Bilingual leaflet)
- Veterans Affairs — Services and Benefits (Bilingual booklet, revised July 1982)
- Valour Remembered — Canada and the First World War
- Valour Remembered — Canada and the Second World War
- Valour Remembered — Canadians in Korea (Bilingual booklets)
- Lieutenant-Colonel John McCrae, Soldier — Poet — Physician (Bilingual pamphlet)
- The Newfoundland and Beaumont-Hamel Memorial (Bilingual pamphlet)
- Pension Review Board Reports: Bilingual periodical describing some of the Board's hearings for pension entitlement due to service-related disabilities.
- Memorials to Canada's War Dead (Bilingual booklet)
- Veneration for Valour: An assessment of the Veterans legislation, its impact on Canadian veterans and on Canada as a whole by Joseph Schull. (Available in French as Hommage à la Vaillance)
- The Aging Veterans Program (Bilingual leaflet)
- The National War Memorial (Bilingual booklet)
- The Vimy Memorial (Bilingual booklet)
- Books of Remembrance (Bilingual booklet)

EDP Systems

The Directorate of Information Systems maintains corporate data bases on veterans, their spouses and dependants, and other clients who were or are now in receipt of benefits administered by The Department of Veterans Affairs or the Canadian Pension Commission. This information consists of items such as names, addresses, service numbers, benefits received, status of application received and additional items required to provide service to the client in a timely and accurate manner.

General Classes

The following three Classes of Records contain information on programs and activities that cannot be attached to a particular organizational unit or function.

Classes of Records

Honours and Awards
VAC-10
Description: Information on the issue and replacement of World War I and II Campaign Stars, medals, Service Buttons and Silver Memorial Crosses. *Topics:* Eligibility; mounting and wearing of decorations, Campaign Stars and medals; Gallantry Awards; Campaign Stars and medals — World War I and II; War Service Buttons; Silver Memorial Cross.

Commemoration and Special Events
VAC-20
Description: Information on the planning and direction of commemorative events for wars, battles and campaigns; domestic and overseas pilgrimages and tours; National War Memorial and other memorials. *Topics:* Annual Vimy ceremonies; annual Remembrance Day ceremonies — Ottawa; major overseas commemorations — Korea, France (D-Day, Somme, Dieppe, Vimy), Hong Kong, Italy, Holland; commemorations — Canada; visits and tours, overseas and Canada.

Relocation to Charlottetown, Prince Edward Island
VAC-30
Description: Information on the co-ordination of the planning and implementation of all activities related to the relocation of the Department of Veterans Affairs headquarters from Ottawa to Charlottetown, Prince Edward Island. *Topics:* Relocation Task Force; construction of new building; organization development, double banking, training; accommodation planning; support services; liaison with provincial, federal, municipal governments and veterans organizations; site selection; Ottawa core group; committees, studies, publications and briefings; housing, education and language training in Prince Edward Island; public relations; social, cultural and economic impact on Prince Edward Island; employees relocating to Charlottetown — two-year guarantee; non-relocating employees — reassignment, training.

Department of Veterans Affairs

Daniel J. MacDonald Building
P.O. Box 7700
Charlottetown, Prince Edward Island
C1A 8M9

The Department of Veterans Affairs has two operational branches, Veterans Services Branch and Veterans Land Administration.

Laws and Regulations

The Department was established by the *Department of Veterans Affairs Act* R.S.C. 1970, Chapter V-4.

The duties, powers and functions of the Minister are set forth in general terms in Section 5 of the *Department of Veterans Affairs Act*. His authority to make regulations, subject to the approval of the Governor-in-Council, in a number of areas is set forth in Section 6. The series of regulations made under the *Department of Veterans Affairs Act* are as follows:

- Assistance Fund (War Veterans Allowances and Civilian War Allowances) Regulations — P.C. 1965-1213 — June 30, 1965 as amended
- Canadian National Institute for the Blind for training and aftercare — P.C. 131/4861 — Sept. 14, 1951 as amended
- Guardianship of Veterans' Proper Regulations — P.C. 1954-320 — March 4, 1954
- Last Post Fund Regulations — P.C. 1967-206 — Feb. 2, 1967 as amended
- Pensioners Training Regulations — P.C. 1959-947 — July 22, 1959 as amended

- Veterans Burial Regulations — P.C. 1957-1181 — Aug. 27, 1957 as amended
- Veterans Estates Regulations — P.C. 1954-1536 — Oct. 6, 1954
- Vetcraft Shop Regulations — P.C. 1958-1624 — Nov. 27, 1958 as amended
- Veterans Treatment Regulations — P.C. 1962-1401 — Oct. 4, 1962 as amended

The other statutes administered by the Department under the direction of the Minister are as follows:

- Allied Veterans Benefits Act, R.S.C. 1952, Chapter 8
- Children of War Dead (Education Assistance) Act, R.S.C. 1970, Chapter C-18
- Children of War Dead (Education Assistance) Regulations P.C. 1962-1366 dated September 27, 1962, as amended
- Civilian War Pensions and Allowances, Part XI, R.S.C. 1970, Chapter C-20, as amended
- Fire Fighters War Service Benefits Act, R.S.C. 1952, Chapter 117
- The Returned Soldiers' Insurance Act, 1920, Chapter 54, as amended
- Returned Soldiers' Insurance Regulations P.C. 3652 dated July 31, 1952 as amended
- Soldiers Settlement Act, R.S.C. 1927, Chapter 188, as amended
- Special Operators War Service Benefits Act R.S.C. 1952, Chapter 256
- Supervisors War Service Benefits Act R.S.C. 1952, Chapter 258
- Veterans Benefits Act, 1954, R.S.C. 1970, Chapter V-2
- Veterans Insurance Act R.S.C. 1970, Chapter V-3
- Veterans Insurance Regulations P.C. 1954-1392, dated September 17, 1954, as amended
- Veterans' Land Act R.S.C. 1970 Chapter V-4, as amended
- Veterans' Land Regulations P.C. 1965-952, dated May 20, 1965, as amended
- Regional Advisory Committee Regulations, P.C. 1965-941, dated May 20, 1965
- Veterans Rehabilitation Act R.S.C. 1970, Chapter V-5
- Veterans Rehabilitation Regulations P.C. 1954-1571, dated October 13, 1954, as amended
- War Service Grants Act R.S.C. 1970, Chapter W-4
- War Service Grants Regulations P.C. 1954-1572 dated October 13, 1954, as amended
- War Veterans Allowance Act, R.S.C. 1970, Chapter W-5, as amended
- Women's Royal Naval Services and the South African Military Nursing Service (Benefits) Act, R.S.C. 1952, Chapter 297

Veterans Services Branch

The Veterans Services Branch administers a broad range of economic, medical and social services benefits to qualified veterans and special categories of civilians, and their families. War Veterans Allowance and Civilian War Allowance are income support benefits intended to ensure that family income does not fall below a level provided for under legislation. Assistance Fund grants are available to allowance recipients to meet emergency needs. Pensioned orphans of veterans or members of the Armed Forces are eligible for financial assistance to pursue post secondary education.

Medical, surgical and dental treatment, including special equipment and domiciliary care, are provided to eligible veterans and other qualified persons. Miscellaneous allowance benefits are payable in certain circumstances under the Veterans Treatment Regulations.

Classes of Records

Veterans Services — General
VAC-40
Description: Information on the maintenance and improvement of the quality of service to veterans, their dependants and survivors. *Topics:* Client Services — general; veterans counselling services; community health services; Aging Veterans Program; chaplaincy services; geriatrics and gerontology; provincial social assistance programs.

Hospitals and Hospital Services
VAC-50
Description: Records and manuals on hospital services in general, the departmental hospital and veterans' homes, and contract hospitals. *Topics:* Hospital services — general; departmental hospital and homes — general; Saskatoon Veterans Home, Rideau Veterans Home, Ste. Anne de Bellevue Hospital; contract hospital and home beds — general (by name of hospital); transfer of hospitals to provincial jurisdiction (by name of hospital); per diem rates; admissions and discharge procedures; accreditation; medical consultants, doctors, nurses; out-patient services, day hospitals; clinical laboratory and pathology services; electronencephalography, electrocardiography; respiratory services; physiotherapy; occupational and speech therapy; radiology; pharmacy services; medical social services, infection control; surgery; intensive care; nursing services; dietetics; psychiatric services; anesthesiology; recreation.

Veterans Insurance
VAC-60
Description: Information on the administration of life insurance policies purchased by veterans, their widows and certain civilian personnel of the First and Second World Wars and the Korean Conflict. *Topics:* Veterans Insurance (World War II) — General; Returned Soldiers Insurance (World War I) — general; special rates and values; endorsements, medical eligibility; rulings — assumption of risk, beneficiaries, disablilty, eligibility; payment of proceeds, premiums, surrenders, succession duties, income tax on veterans insurance; statistics and statements; insurance contracts.

Special Program Benefits — General
VAC-70
Description: Information on a wide range of special benefit programs for veterans, their dependants and other specified persons. *Topics:* Special program benefits — general; Canadian Red Cross Arts and Crafts Program; benevolent funds — signals, Royal Canadian Air Force, Royal Canadian Army, Royal Canadian Navy; Blinded Veterans Assistance Program; Commonwealth War Graves Commission — general (records relating to specific memorials, files by name of memorial, i.e. Beaumont Hamel, Vimy Ridge); disablement fund; educational assistance — general, eligibility of educational institutions; estates management; European operations, assistance to needy Canadian veterans overseas, Canadian Veterans Association of the United Kingdom; funerals, burials and gravemarkers; hearing assistance for veterans; Last Post Fund; memorials, cemeteries and graves — general, foreign countries (by name of cemetery), departmental cemeteries and plots (by name of cemetery), provincially-owned cemeteries (by province); Paraplegic Assistance Program; pensioners training; post-discharge benefits — re-establishment credits, war service gratuities, rehabilitation; grants to the Royal Canadian Legion; trust funds — general (individual trust fund filed by name of trust fund); Vetcraft.

Treatment and Treatment Services — General
VAC-80
Description: Information on the provision of medical, surgical and dental treatment, prosthetic and other appliances, and domiciliary care to eligible veterans and other qualified persons at departmental institutions and contract hospitals, and through local health facilities, by the doctor, hospital, pharmacist and prostheticist of the patient's

choice. *Topics:* Treatment and treatment service — general, tropical diseases, strongyloidiasis, prisoners-of-war; agreements with foreign countries (by name of country); treatment of other authorized personnel (e.g., Royal Canadian Mounted Police, foreign students); entitlement/eligibility for allowances, compensation for loss of earnings, assistance with clothing, comforts, transportation, housekeeping, in-patient/ out-patient; dental services; ambulance services; admissions; hospitalization care — general, domiciliary care, chronic care, British Columbia Long Term Care Program, alcoholism, hospitalization co-payments; Medical and hospital insurance — general, by province, provincial medicare plans, by province, agreements with provinces for treatment of mental diseases and tuberculosis; doctor-of-choice, chiropractic treatment, chiropodists, podiatrists, acupuncturists; Canadian Pension Commission Medical Guidelines; pain clinics; pharmacy services — general, Blue Cross agreements, drug costs; agreements with pharmacy associations by province; special equipment — general, hospital beds, driving aids, hearing aids, orthopedic footwear, wheelchairs, oxygen, cyclo-massage products, sick-room equipment loan service; eyeglasses and other optical aids, optometrists, opticians, provincial optometrist agreements, by province; home modifications — general, ramps, housekeeping, groundskeeping; prosthetics and orthotics, artificial limbs, stump socks, transfer of prosthetic centres; program medical advisor, regional medical advisors, senior treatment medical officer, health care teams.

War Veterans Allowance/Civilian War Allowance and Assistance Fund
VAC-90
Description: Information on the provision of allowances for persons who meet service eligibility requirements and who, because of age or incapacity, are unable to work and have insufficient income for maintenance as determined by a modified income test; and the Assistance Fund. *Topics:* War Veterans and Civilian War Pensions Allowances — general; adjudications and decisions — general, precedent decisions, War Veterans Allowances "Holds"; Assistance Fund; procedures for cheques eligibility — general, civilian and domestic status, age, residence, medical, service requirements; other income — general, and by type of income; payment of allowances — general, cessation of payment, rates, administered accounts, start date of payments; overpayments — general, deletion, recovery, retroactive adjustments, Crown debts, fraud, remission of overpayment; veterans population statistics.

Veterans Land Administration

P.O. Box 7700
Charlottetown, Prince Edward Island
C1A 8M9

The Veterans Land Administration (VLA) manages property purchase agreements between the Director, VLA, and veterans and their heirs. More than 140,000 veterans have been settled under the *Veterans Land Act* since its inception nearly 35 years ago. The final lending deadline was March 31, 1977.

Veterans Land Administration offices are located in Saint John, New Brunswick; Montreal, Quebec; Willowdale, Ontario; Saskatoon, Saskatchewan.

Classes of Records

Veterans Land Administration — General
VAC-100
Description: This file includes records of a general nature relating to the operation of Veterans Land Administration. *Topics:* Veterans Land Administration — general; history of veterans land legislation; natural disasters; terms of agreement; absentee veterans; Committee on Demobilization and Rehabilitation; projects related to the Magdelen Islands, Newfoundland Labrador Home Repair Program and other special projects; rights in a property of veterans's spouse; deceased veterans and devolution of estates; liens and other encumbrances while title to property is held by the Director.

Eligibility and Qualification
VAC-110
Description: Correspondence relating to eligibility to apply for benefits under the *Veterans Land Act*, certificates of qualification and cancellation of certificates of qualification, termination date for acceptance of loan applications. *Topics:* Eligibility — general, persons formally under Soldiers Settlement, Polish Veterans, recipients of War Veterans Allowance, aged veterans, dual service medical fitness, re-establishment credits, duplication of benefits, *Veterans Business and Professional Loans Act*, Canadian Army Special Force, Fire Fighters, Ferry Command, Merchand Marine, members of His Majesty's Forces other than Canadian, Allied Forces, Special Duties Personnel, Regular For Interim Force, all categories of veterans, native veterans, *Nationl Resources Mobilization Act* personnel.

Loans/Grants
VAC-120
Description: Includes records relating to policies on lending operations and the administration of loans and grants to veterans, and provincial and private housing loan programs. *Topics:* Lending policy; loan termination; deadline for additional loans; interest rates; maximum loans; supplementary loans; repayment terms and procedures; conditional grants; preparation of agreements; crop share agreements; loans for full-time farming, fishing, fur farming; co-operative farming; displaced persons land settlement; small family farm and off-farm enterprises such as tourist trade; provincial and private housing loan programs (by province or name of lender); mortgages in escrow.

Debt-free Settlement on Dominion or Provincial Lands
VAC-130
Description: Includes records relating to debt-free settlement and to non-repayable conditional grants for the establishment of veterans on provincial lands and similar grants to Indian veterans who settle on Indian Reserve lands. *Topics:* Establishment of veterans on provincial and Dominion lands-general, debt free settlement agreements with provinces (filed by province), reservation land in the Yukon and Northwest Territories, tax arrears on Dominion land, national parks, agreement of sale, non-repayable grant, additional farm credits, grants to Indian veterans for establishment within Indian Reserves, Metis veterans, land clearing and breaking and other permanent improvements.

Acquisition, Sale or Other Disposition of Lands and Other Property
VAC-140
Description: Includes records relating to the purchase or acquiring by the director of lands or other property for the settlement of veterans and the sale or disposition of all or parts of the land or other property being sold to veterans under agreement. *Topics:* Acquisitions — general, Soldier Settlement Board properties; Japanese lands; suggested settlement areas; land purchase; land costs; statement of property purchased; co-ordination of federal interest in land acquisition and use; surveys; sale and disposition — general, partial, surplus lands; refunds of surplus; release of securities; sale of livestock and equipment; continued and second establishments; leasing and renting pending sale; real estate commission; civilian purchase; unauthorized disposition of securities; expropriations.

Conveyance and Other Title Transactions
VAC-150
Description: Includes records relating to preparation and replacement of transfers of titles, deeds and other title documents in relation to the disposition of real estate or property. *Topics:* Preparation of conveyances and title transactions general, delays, outstanding title cases, lost certificates of title, amendments, deeds in escrow, replacement deeds, agreements for sale, title searches, declaration of possession, joint tenancy, assignment of civilian or veteran agreements of sale,

trespass and encroachment, surveys, administration fees, legal fees and disbursements, execution of documents by director, restrictive covenants and titles.

Special Housing Assistance for Veterans
VAC-160
Description: Includes correspondence relating to joint Veterans Affairs and Canada Mortgage and Housing Corporation programs (ended March 1980) which were extended to assist veterans on low or modest incomes to acquire housing accommodation. *Topics:* Eligibility; request for information; low rental housing — general, low rental housing projects (arranged by name of project); co-operation and liaison with Canada Mortgage and Housing Corporation; statistical summaries; extension of benefits; applications for assistance (arranged numerically).

Home Construction Assistance
VAC-170
Description: Includes records relating to loans under the *National Housing Act* to an eligible veteran in respect of the construction by him of a single family home on suitable land and to furnish said veteran with financial, technical and other assistance. *Topics:* Construction assistance general, construction financing, inspections, construction directives, construction courses, construction contracts, building standards, housing for handicapped and aging veterans, sales taxes, deferred construction lagging contracts, construction reports, recovery from contractors, hydro, interest rates, liaison Canada Mortgage and Housing Corporation service eligibility, plans.

Part-Time Farming (Small Holding)
VAC-180
Description: Includes records relating to the purchase and/or construction of homes for veterans on part-time farms (small holdings) where the major source of income comes from a non-farming enterprise. *Topics:* Qualification; minimum size requirements; mobile houses and condominium units; subdivision projects (arranged by province); landscaping; summary or vacant land units; sewage and water systems; unsold properties; urban areas; change from part-time farm (small holdings) status to full time farms or vice versa; monthly statements; municipal grants; tax concessions; drainage; irrigation.

Appraisals and Services for Other Departments
VAC-190
Description: Includes records relating to real estate appraisals for Veterans Land Administration and real estate appraisals and services provided for other departments and agencies. *Topics:* Appraisals — general; schedule of appraisal fee; appraisals for other departments (individual files for departments and agencies); tendering; licences; collection of fees; management of Department of National Defence installations leased to the public for agricultural purposes; Indian economic development programm; off reserve housing program; real estate data bank project.

Taxes
VAC-200
Description: Includes records relating to taxes as they affect veterans settled under provisions of the *Veterans Land Act* and advising veterans of tax implications. *Topics:* Taxes — general; taxes on Crown-owned property; grants in lieu of taxes; payment of taxes; sales tax rebate instructions; gift tax; surface and mineral leases and taxable income; capital gains tax; tax sale procedures; tax limitation agreements; mortgage interest tax credit plans; provincial tax rebates; land transfer tax; land speculation tax; real property tax deferment.

Easements, Servitudes and Right of Way
VAC-210
Description: Includes records relating to the granting of easements, servitudes and right of way on properties to which title is held by the director, *Veterans Land Act*. *Topics:* Easements — general, policies, hydro, oil and gas, telephone, railway and road; servitudes and rights of way; Waterfowl Habitat Conservation Program; provincial woodland improvement program; individual company easement files.

Mines, Minerals and Surface Rights
VAC-220
Description: Includes records relating to mines, minerals and surface rights on lands on which veterans are settled and to which the director holds title, or lands on which veterans had previously been settled. *Topics:* Mines and minerals — general (by province), acquisition of title to mines and minerals by the director; surface and subsurface rights; provincial legislation; titles with half minerals; leases disputes; native claims; sale of timber; sale of gravel.

Agriculture, Farm Development and Operation
VAC-230
Description: Includes records relating to counselling, training courses, advisory and supervision services on farm management operations for veterans. *Topics:* Farm management — general; training courses; farm equipment; farm management studies; farm accounting methods; farm building models; surpervision and advice; requests for information; bull loaning policy; disease testing in animals; crops and crop conditions; Prairie Grain Advance Payments Regulations; production line farming; farm credit study committee; family farm operation; statistics.

Rescission and Resale
VAC-240
Description: Includes records relating to rescissions, voluntary or involuntary, on contract agreements administered by the director, *Veterans Land Act* and sale of reverted properties. *Topics:* Rescission of contract agreements — general; policy and procedures; quit claim deed; disposition of surplus; tax adjustments; reinstatement of account; unsold reverted properties; provincial advisory boards; evictions; repossession and sale of chattels; submissions to council.

Insurance
VAC-250
Description: Includes records relating to insurance, group — life, fire, liability, and general policies to protect the veteran's and/or public equity in the property. *Topics:* Insurance — general; mortgage clause; liaison with insurance companies; group life insurance plan; fire insurance fund; summary of application; fire loss recovery procedure; dispositon of insurance recoveries; payment of taxes from insurance recoveries; recovery from tempest damage; liability insurance; chattel insurance.

Canadian Pension Commission

P.O. Box 9900
Charlottetown, Prince Edward Island
C1A 8V6

The Canadian Pension Commission is charged, under the *Pension Act*, with the responsibility to administer the legislation in such a way as to recognize the obligation of the people and government of Canada to provide compensation to those members of the Forces who have been disabled or have died as a result of military service. This Act also provides for the payment of pensions for surviving dependants, and allowances for exceptional incapacity, attendance and clothing. The Commission also administers Parts I to X of the *Civiliam War Pensions and Allowances Act* which provides for similar awards for disability or death attributable to service during World War II in certain organizations or types of employment which were closely

associated with the Armed Forces such as Merchant Seamen or Auxiliary Services personnel; the *Compensation for Former Prisoners of War Act* which provides for the payment of compensation for former prisoners of war, evaders and escapees, and their dependants; and the *Halifax Relief Commission Pension Continuation Act* which authorizes pension payments to certain persons injured in the Halifax explosion of 1917. As well, the Commission adjudicates on pension claims under various other acts, orders and regulations, such as the *Royal Canadian Mounted Police Act* and the Flying Accidents Compensation Regulations.

Canadian Pension Commission district offices are located in St. John's, Newfoundland; Charlottetown, Prince Edward Island; Halifax, Nova Scotia; Saint John, New Brunswick; Ste. Foy, Montreal, Quebec; Ottawa, Toronto, North Bay, Peterborough, Hamilton, London, Kingston, Ontario; Winnipeg, Manitoba; Saskatoon, Regina, Saskatchewan; Calgary, Edmonton, Alberta; Vancouver, Victoria, British Columbia.

Laws and Regulations

The statutes administered by the Canadian Pension Commission are as follows:

- Pension Act R.S.C., 1970, Chapter P-7 , as amended
- Civilian War Pensions and Allowances Act (Parts I to X) R.S.C. Chapter C-20, as amended
- The Compensation for Former Prisoners of War Act S.C. Chapter C-95
- The Halifax Relief Commission Pension Continuation Act S.C. Chapter C-88

The Commission also adjudicates or makes recommendations on claims under the following:

- The Flying Accidents Compensation Regulations, P.C. 1972-2613, dated November 9, 1972
- Supplementary Pensions under the Women's Royal Naval Services and the South African Military Nursing Services (Benefits) Act R.S.C. 1952 Chapter 297
- The Special Operators War Service Benefits Act, R.S.C. 1952, Chapter 256
- The Royal Canadian Mounted Police Superannuation Act, R.S.C. 1970 Chapter R-11, as amended
- The Royal Canadian Mounted Police Pension Continuation Act, R.S.C. 1970 Chapter R-10, as amended
- The Gallantry Gratuities and Annuities Order, P.C. 1974-723, dated March 26, 1974
- Penitentiary Inmates Accident Compensation Order P.C. 1977 — October 6, 1977
- Special Indemnity Plan for Dependants of Canadian Forces Attachés TB 753619 — December 1, 1977
- The Defence Services Pension Continuation Act, R.S.C. 1970 Chapter D-3, as amended

Classes of Records

Canadian Pension Commission — General
CPC-10
Description: The Canadian Pension Commission in general and the procedures for an award and the determination of entitlement. *Topics:* Canadian Pension Commission — general; duties and powers of the Chairman and the Commission, types of appointments; trust funds (by name of trust fund); gallantry awards; procedure for application and entitlement for pension; procedure for further applications; procedure for further hearings — assessment and entitlement board hearings; benefit of doubt; pensioners living outside Canada; reparation claims; liaison with respect to pension matters with Department of National Defence, Department of External Affairs and certain countries; liaison with veterans organizations and other organizations (e.g., Canadian National Institute for the Blind).

Pensions — General
CPC-20
Description: Pensions for disabilities or death incurred during World War I, World War II, Peacetime service, service in a Special Duty Area, service in a theatre of operations, Reserve Force service or Special Force service. *Topics:* Eligibility (nature of service); disabilities for which pension awarded (by name of disability); injuries, disease deemed to have arisen out of military service; consequential disability, payments — initial, cessation, unclaimed, final; medical condition on enlistment; documentary evidence; improper conduct; rates — Schedules A and B; recoverable compensation; imprisonment; mis-representation, fraud (penalities); income tax; prisoners of war, evaders, escapees; compassionate awards (meritorious); other income; statistics on applications and decisions for disability pension.

Pensions for Death
CPC-30
Description: Awarding pensions to widows and other dependants of a deceased pensioner. *Topics:* Pension to widow — general; definition of "widow"; proportionate pensions to widows; marital status; entitlement for pension after death of veteran; review of assessment after death; pensions for other dependants (parents, brothers, sisters); date from which pension payable; cancellations and discontinuances; restoration of pension; one pension only; apportionment of pension; *Dominion Succession Duty Act;* Estates Tax; Schedule "B" rate.

Pensions for Disabilities
CPC-40
Description: Assessment and payment of compensation for pensionable disabilities. *Topics:* Extent of disability; tuberculosis; paired organ or limb; medical examination; restoration of pension; date pension payable; administered pensions; payment of pension to others; sickness and burial expenses; allowances — attendance, clothing and exceptional incapacity; refusal to undergo medical or surgical treatment; table of disabilities.

Supplementary Pensions
CPC-50
Description: Provisions for supplementary pension to certain members of Allied Forces. *Topics:* Supplementary pension — general; qualification; benefits extended; Newfoundland domicile; maximum award from other country; South African War Pensions — widows Northwest Rebellion pensions; co-operation and liaison with other countries.

Children's Benefits
CPC-60
Description: Pensions and allowances for children of pensioners. *Topics:* Children's benefits — general; age limit; extensions — physical or mental infirmity, educational; marriage of child; adopted/foster children; payment of child's pension; children of deceased pensioners; proportionate pension for child; additional pension continued in certain circumstances.

Civilian Pensions and Allowances
CPC-70
Description: Civilian pensions and allowances attributable to service during World War II in certain organizations or types of employment closely associated with the Armed Forces, and the adjudication of pension claims for civilians under various other measures. *Topics:* Civilian War Pensions and Allowances — general; merchant seamen and dependants; saltwater fishermen; the vessel "S.S. Silver Park"; Rescue Tug Service; Corps of Canadian Fire Fighters; civil defence workers; auxiliary services (by name); Royal Canadian Mounted Police — general, Special Constable Guards; Transport Command — Royal Air Force; miscellaneous air services; Red Cross workers in the Far East; Voluntary Aid Detachment; Defence Research Board;

Defence Compensation Regulations; flying accidents; special operators; civilian employees of the government of Canada; penitentiary inmates accident compensation; Halifax Relief Commission; Special Indemnity Plan for Spouses of Canadian Forces Attachés.

Bureau of Pensions Advocates

P.O. Box 7700
Charlottetown, Prince Edward Island
C1A 8M9

The Bureau of Pensions Advocates provides a free legal service to applicants and pensioners under the *Pension Act*. It assists veterans to prepare applications of pensions and also to apply for changes in the amount of pension previously awarded. Bureau lawyers also represent veterans at hearings held under the *Pension Act*, and *War Veterans Allowance Act*.

District Pension Advocates are located in St. John's, Newfoundland; Charlottetown, Prince Edward Island; Halifax, Nova Scotia; Saint John, New Brunswick; Ste. Foy, Montreal, Quebec; Ottawa, Kingston, Willowdale, Hamilton, London, North Bay, Ontario; Winnipeg, Manitoba; Regina, Saskatoon, Saskatchewan; Calgary, Edmonton, Alberta; Vancouver, Victoria, British Columbia.

Classes of Records

Bureau of Pensions Advocate — General
BPA-10
Description: Includes records relating to pension and War Veterans Allowance adjudication and veterans organizations. *Topics:* Liaison with the Canadian Pension Commission relating to pension applications and appeals; liaison with the Pension Review Board relating to pension appeals; liaison with the War Veterans Allowance Board relating to allowance appeals; liaison with veterans organizations; liaison with the Department of Justice and the Federal Court of Appeals; client representation in cases of adverse interest.

Reference, Research and Precedents
BPA-20
Description: Includes records relating to pension and allowance eligibility based on various medical conditions and/or military service, including precedents. *Topics:* Medical correspondence (by year); Medical Retrieval System; Medical conditions (by type); Military Service; EDP records of applications and appeals grouped by medical condition; copies of precedents (by year); records on appeals to War Veterans Allowance Board.

Pension Review Board

P.O. Box 7700
Charlottetown, Prince Edward Island
C1A 8M9

This agency acts as an appeal tribunal for applicants who are dissatisfied with decisions of the Canadian Pension Commission. It is the final authority on matters of pension entitlement, the amount of money to be awarded, and the interpretation of pension legislation and regulations.

Classes of Records

Pension Review Board — General
PRB-10
Description: Includes records relating to the adjudicating process of the Board; appeals from decisions of the Canadian Pension Entitlement and Assessment Board; and interpretation of the *Pension Act*. *Topics:* Pension Review Board — General; hearings general; rules of procedure; liaison with veteran organizations (filed by name of organization); interpretations of the *Pension Act* (by sections); procedures for rescinding or amending Board decisions; appointment of Chairman and Members; statistics.

War Veterans Allowance Board

6th Floor
Dominion Building
Queen and Richmond Streets
Charlottetown, Prince Edward Island
C1A 8M9

The War Veterans Allowance Board acts as a court of appeal for dissatisfied War Veterans Allowance and Civilian War Allowance applicants and recipients. It reviews decisions of district authorities to ensure that adjudication is consistent with the intent of the legislation and is uniformly applied throughtout Canada. The Board adjudicates pursuant to specific sections of the legislation where it has sole jurisdiction, provides interpretation of the acts and regulations and advises the Minister on the regulations.

Laws and Regulations

The legislation under which the Board adjudicates is as follows:

- War Veterans Allowance Act, R.S.C. 1970 Chapter W-5, as amended
- Veterans Allowance Regulations, C.R.C., Chapter 1602, December 3, 1974, as amended
- Part XI, Civilian War Pensions and Allowances Act, R.S.C. 1970 Chapter C-20, as amended

Classes of Records

War Veterans Allowance Board — General
WVAB-10
Description: Information on the War Veterans Allowance Board in general, the role of the Board, legal opinions, Board procedures, complaints and enquiries and Board meetings. *Topics:* War Veterans Allowance Board — general; appeals, adjudications and decisions; WVAB procedures and auditor general; complaints and enquiries; legal opinions.

War Veterans and Civilian War Pensions Allowances — General
WVAB-20
Description: Records relating to adjudication of allowances for persons (including spouses); adjudication deals with service eligibility, age and medical status, civil and domestic status, casual earnings. Also included are records relating to reports and statistics, studies and surveys as well as research papers. *Topics:* Eligibility — general; eligibility — age; residence and medical; eligibility — service requirements; income — general; income — casual earnings; income — social assistance; allowances — general; allowances — overpayment; reports and statistics; research; studies; surveys.

Background

The Yukon Territory Water Board is a nine-member quasi-judicial body appointed by and responsible to the Minister of Indian Affairs and Northern Development. Its responsibility is to manage and protect the Yukon's surface water resources.

Three of the nine appointed members are chosen officials, from three federal government departments with specific interests in protecting the water resources in the Yukon. These departments are Indian Affairs and Northern Development, Environment, and Health and Welfare. Of the remaining six members, three are nominated (for appointment by the Minister) by the government of the Yukon Territory. The remaining three are appointed at the discretion of the Minister; this selection procedure ensures that the board is representative of Yukoners in general. The Chairman of the Board is appointed by the Minister, usually for a term of one year.

Laws and Regulations

- Northern Inland Waters Act, 1970,
- Regulations approved by Government-in-Council in 1972

Overall Responsibilities

Under the authority of the *Northern Inland Waters Act*, the board regulates the use of water by issuing two types of permits: the Water Use Licence and the Water Use Authorization.

Water Use Licences are issued for hard rock mining hydrogeneration, municipal use in some cases, placer gold mining and other industrial purposes. A licence application received by the board is reviewed at a public hearing, advertised in the Canada Gazette and local newspapers. At the hearing the applicant presents his case before the board; in addition, members of the public who have submitted written Notice of Intention to Intervene before the hearing may present arguments for or against the issue of a licence to the applicant.

If no intervenors come forward before the date set for the public hearing, it is cancelled, the board considers the application without public input, and a licence is either issued or denied. If a hearing is held, the board may draft a licence setting terms and conditions that reflect a balance between protection of the water resources and their exploitation as proposed by the applicant. The licence is then sent to the Minister whose signature renders it legally effective.

Water Use Authorizations permit water use without a licence under the following conditions:

- the quantity of water used is less than 50,000 gallons per day;
- duration of water use is less than 270 days;
- water is used by unincorporated settlements and camps for domestic purposes, for placer gold mining operations or for water engineering, subject to the two limitations above.

The Regional Manager Water Resources, Yukon Region, Department of Indian Affairs and Northern Development, enforces the terms and conditions for both water use licences and authorizations. The manager and his staff also serve as technical advisors to the board.

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Chairman
Yukon Territory Water Board
200 Range Road
Whitehorse, Yukon
Y1A 3V1
Telephone: (403) 668-5151

Classes of Records

Water Use Register
YTWB-10
Description: Official Water Use Register. *Topics:* Water use licences and related documents; applications for licences; supporting documents, including engineering and design plans, construction schedules, as-built drawings, technical submissions; correspondence between the board and the applicant; reasons for decision and terms and conditions of the issued licence and water use authorizations.

Water Use Application File
YTWB-20
Description: Application forms describing the project, proposed water use, correspondence between the board and applicant.

Licence Files
YTWB-30
Description: Correspondence and other information on licences issued, in addition to that contained in the *Water Use Register*, such as documentation on the monitoring programs and compliance with licence terms.